

AGENDA

BOARD OF MAYOR AND ALDERMEN

February 21, 2006

**7:30 PM
Aldermanic Chambers
City Hall (3rd Floor)**

1. Mayor Guinta calls the meeting to order.
2. The Clerk calls the roll.
3. Presentation by Paul Borek, Economic Development Director, and Kristin Woolever, Academic Dean of UNH Manchester, regarding the potential expansion of the Millyard campus.

CONSENT AGENDA

4. Mayor Guinta advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

Informational – to be Received and Filed

- A. Minutes of the MTA Commission meeting held on January 3, 2006 and the Financial and Ridership Reports from the month of December 2005.

REPORTS OF COMMITTEES

COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

B. Advising that it has approved Ordinance:

“Amending the Code of Ordinances of the City of Manchester by repealing Chapter 94: Noise Regulations in its entirety and inserting a new chapter 94: Noise Regulations.”

with changes and is recommending same be referred to the Committee on Bills on Second Reading for technical review.

(Aldermen O’Neil, Smith Forest, DeVries voted yea; Alderman Lopez was absent.)

C. Advising that it has accepted a report from Manchester Communication Access Media, Inc. (MCAM) indicating they are operational and fully functioning at their current location and submitting a list of expenditures, and is forwarding same to the Board for informational purposes.

(Aldermen O’Neil, Smith Forest, DeVries voted yea; Alderman Lopez was absent.)

COMMITTEE ON HUMAN RESOURCES/INSURANCE

D. Advising that it has approved Ordinance:

“Amending Sections 33.024, 33.025 and 33.026 (Building and Facilities Maintenance Coordinator) of the Code of Ordinances of the City of Manchester.”

providing for the establishment of a new class specification, Building and Facilities Maintenance Coordinator, and is recommending same be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote)

E. Advising that it has approved Ordinance:

“Amending Sections 33.026 (Planning Director, Conservationist, Planner I, Planner II, Planner III and Planner IV) of the Code of Ordinances of the City of Manchester.”

providing for changes in class specifications, which do not change the title of a position and do not provide for any changes in salary grades of such positions and is forwarding same to the Board for adoption.

(Unanimous vote)

F. Advising that it has approved Ordinance:

“Amending Section 33.026 of the Code of Ordinances of the City of Manchester providing for updates to Class Specifications for several Water Works positions.”

providing for changes in class specifications, which do not change the title of a position and do not provide for any changes in salary grades of such positions and is forwarding same to the Board for adoption.

(Unanimous vote)

COMMITTEE ON JOINT SCHOOL BUILDINGS

G. Advising that they have authorized the expenditure of up to \$29,800 for the full assessment and roof structure design for Hallsville School.

(School Committee Members Herbert, Beaudry, Gelinas and Aldermen Roy and Forest voted yea; Alderman Thibault was absent.)

H. Advising that they have authorized the expenditure of \$115,000 for a fire alarm system at Beech Street School.

(School Committee Members Herbert, Beaudry, Gelinas and Aldermen Roy and Forest voted yea; Alderman Thibault was absent.)

LADIES AND GENTLEMEN, HAVING READ THE CONSENT AGENDA, A MOTION WOULD BE IN ORDER THAT THE CONSENT AGENDA BE APPROVED.

5. Nominations to be presented by Mayor Guinta, if available.
6. Confirmation of nominations to the Office of Youth Services Advisory Board as presented:
Peter C. Favreau, term to expire January 1, 2007;
Brother Paul D. Crawford, term to expire January 1, 2007; and
Rev. Christopher J. Emerson, term to expire January 1, 2007.
If the Board so desires, a motion is in order to confirm the nominations as presented.
7. Confirmation of the nomination of Lillian Duval to succeed Daniel Waszkowski as a member of the Senior Services Committee, term to expire January 2009.
If the Board so desires, a motion is in order to confirm the nomination as presented.
8. Confirmation of nominations to the Manchester Development Corporation Board of Directors as presented:
Jay Taylor, term to expire March 11, 2009; and
Michael McCluskey, term to expire March 11, 2009.
If the Board so desires, a motion is in order to confirm the nominations as presented.
9. Confirmation of nominations to the Millyard Design Review Committee as presented:
Don Clark, term to expire January 1, 2009; and
Patrick Long, Aldermanic representative.
If the Board so desires, a motion is in order to confirm the nominations as presented.
10. Confirmation of the nomination of Siobhan Keefe Tautkus to succeed Virginia Chandler as a member of the Personnel Appeals Board, term to expire March 2009.
If the Board so desires, a motion is in order to confirm the nomination as presented.

OTHER BUSINESS

11. State Legislative update by Mayor Guinta, if available.
12. Communication from Alderman Osborne asking the Board to agree to increase the time allotted to speak at Public Participation meetings to three minutes.

Ladies and Gentlemen, what is your pleasure?

13. Communication from Joan Porter, Tax Collector, requesting that \$14,000 be held in contingency in the event such funds are needed by the department at year-end due to the retirement of two employees.

Ladies and Gentlemen, what is your pleasure?

14. Ordinances: **(A motion is in order to read by titles only.)**

“Amending Section 33.026 (Planning Director, Conservationist, Planner I, Planner II, Planner III and Planner IV) of the Code of Ordinances of the City of Manchester.”

“Amending Section 33.026 of the Code of Ordinances of the City of Manchester providing for updates to Class Specifications for several Water Works positions.”

These Ordinances having had the approval of the Human Resources Committee, if the related reports have been accepted, a motion is in order that the Ordinances pass and be Ordained.

TABLED ITEM

A motion is in order to remove the following items from the table for discussion.

15. Communication from Gerard Fleury, Executive Director of the Manchester Employee’s Contributory Retirement System, advising that the System is seeking sponsorship in the NH Senate for three pieces of legislation in the 2006 session.

(Tabled 11/15/2005 pending further discussion by the Retirement Board of Trustees.)

16. NEW BUSINESS

- a) Communications
- b) Aldermen

17. A motion is in order to recess the meeting to consult with legal counsel pursuant to RSA 91-A:2 I(c).

18. Mayor Guinta calls the meeting back to order.

19. If there is no further business, a motion is in order to adjourn.

**MANCHESTER
TRANSIT AUTHORITY**

110 ELM STREET, MANCHESTER, NH 03101-2799
TELEPHONE (603) 623-8801
FAX (603) 626-4512



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JOHN H. TRISCIANI, CHAIR
DAVID F. JESPERSEN, VICE CHAIR
JOSEPH J. DESELLE
PETER ESCALERA
MAUREEN A. NAGLE

DAVID SMITH
EXECUTIVE DIRECTOR

February 1, 2006

Mr. Leo Bernier, City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Leo,

The MTA Commissioners held a Commission Meeting on Tuesday, January 31, 2006. Enclosed are the approved Minutes of the January 3, 2006 Commission Meeting, and the Financial and Ridership Reports for the month of December 2005.

The next scheduled Commission Meeting will be Wednesday, March 1, 2006 at 5:00 PM.

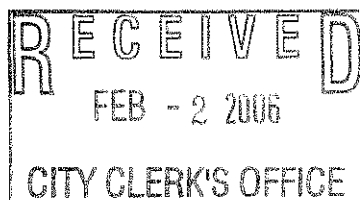
If you should have any questions, please feel free to contact me at extension 612.

Very truly yours,

David Smith
Executive Director

DS:cr

Enclosures



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MANCHESTER TRANSIT AUTHORITY

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JOSEPH J. DESELLE
PETER ESCALERA
MAUREEN A. NAGLE

DAVID SMITH
EXECUTIVE DIRECTOR

Manchester Transit Authority

January 3, 2006 Commission Meeting

MEMBERS PRESENT:

Chairman John H. Trisciani
Vice Chairman David F. Jespersen
Commissioner Joseph J. Deselle
Commissioner Peter Escalera
Commissioner Maureen A. Nagle

PERSONNEL PRESENT:

David Smith, Executive Director
William J. Cantwell, Supt. of Administration
Evan P. Rosset, Operations Planning Manager
Paul Beauregard, Shop Manager

1. a. Chairman TRISCIANI called the meeting to order at 5:22 PM.
- b. Minutes of November 29, 2005 Commission Meeting. JESPERSEN made a motion to approve the Minutes of November 29, 2005 Commission Meeting as presented. Seconded by NAGLE. All Commissioners in favor.

MANAGEMENT REPORTS

2. a. Financial Report for November 2005. DESELLE made a motion to approve the Financial Report for November 2005. Seconded by JESPERSEN.
Transit Operation: CANTWELL reported revenues were \$15,877 (6.17%) more than budget. Operational revenues were \$1,858 (7.74%) more than budget. Farebox income was \$1,247 more than budget and averaged \$731 per service day. The income variance was advertising revenue from Alternate Transit Advertising; their payments have been alternating between \$5,000 and \$11,000, based on when they collect.

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Transit expenses were \$20,232 (7.01%) more than budget. The variances were fringe benefits, services, and materials and supplies. Fringe benefits are a timing issue of how the Thanksgiving holiday and uniform purchases for winter coats are accrued. Service variance was payment of auditing expenses, and materials and supplies variance was related to fueling MTA and City vehicles.

School Operation: CANTWELL reported revenues were \$6,826 (2.84%) less than budget. Expenses were \$5,410 (2.30%) more than budget. The negative variances were the second retention bonus payment, timing of the Thanksgiving holiday, and fleet insurance was a positive variance.

SMITH stated the transit budget has to be watched very closely because fuel is over budget and other line item expenses are not offsetting.

TRISCIANI questioned the school operations' capital replacement account.

SMITH said we carried \$250,000 in that account throughout the year from FY 2004 programmed to purchase school buses. Since the delivery of four school buses, there is \$15,000 remaining in that account. SMITH talked about the amount of working cash being significantly lower than it has been. He explained CANTWELL is waiting for a Federal grant to be approved, and is watching expenditures and timing of expenses very closely to not run out of cash. He explained we have a six month receivable for Federal money, the grant we applied for begins on July 1st, but the Federal fiscal year doesn't begin until October.

CANTWELL said the grant should become effective by January 15th and then he can begin the monthly draw-downs. JESPERSEN asked since we applied for twelve months of grant money, why are we five months short. SMITH explained because the Federal fiscal year doesn't begin until October and they are not ready

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to allow us to submit the grant. SMITH explained in the past the City has been critical of us having cash on hand and the reason we do is because we have to survive for five or six months waiting for the opportunity to draw-down federal funding.

TRISCIANI questioned overtime. SMITH explained in the transit and StepSaver operations, overtime wages are more than budgeted this month.

The Board reviewed the Aged Trial Balance. TRISCIANI questioned the December 2004 West High School invoice. CANTWELL explained that is an overpayment and although West High School has been instructed to deduct this overpayment on future billings, they haven't. CANTWELL explained he is working to collect the \$8,500 NH Employment Security receivable. He withheld their January tickets and received a phone call from the Concord office indicating they will write a check for about \$6,500, leaving the November invoice unpaid with assurances they will get caught up. SMITH stated he is working on the First Student-Boston invoice for maintenance service performed this summer.

All Commissioners in favor of approving November 2005 Financial Report.

b. **Operations Reports for November 2005.**

Transit-School Report: ROSSET reported we transported 5 riders free on Election Day, we have three new spare transit operators, and the first round of focus groups are complete and they will start going to the low income housing units in the spring.

School Report: ROSSET reported seven trainees started training in November and three were licensed last week. ROSSET reported the door installation project

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is almost complete; the contractor needs to replace the glass door in the office hallway.

Transit Statistics Ridership Report: ROSSET commented ridership has increased 4.5% over the same month last year. Ridership increases in August and September were greater than the previous year, and has since slowed down. We still have a double digit ridership increase year-to-date. JESPERSEN asked if the Verizon shuttle is still useful. SMITH replied ridership has diminished. We are only providing service for hockey games and major concert events. We did not dispatch a shuttle bus the two evenings during two separate snowstorms and received a call from Monarchs' President questioning if we were going to shuttle any of their games. The following week we ran a shuttle and had no ridership that evening. NAGLE asked why ridership is diminishing. SMITH explained the Commercial Street shuttle was very popular when the Singer parking lot was open and the Elm Street bus never had much ridership. JESPERSEN asked the cost to run the shuttle. CANTWELL replied we pay the driver two hours in overtime. TRISCIANI said this should be a line item for the budget. JESPERSEN suggested keeping the Elm Street shuttle bus running in between games starting at Verizon towards Bridge Street, loops around, and allows people to ride free. SMITH said that would be hard to promote because we would run only on the nights of the hockey games or major concerts. TRISCIANI said a free downtown shuttle would have to run every night to be successful and would be costly with the price of fuel and overtime wages. TRISCIANI said during the budget process, SMITH should show the Aldermen how many passengers we shuttle and indicate to the Aldermen that it is not feasible to run the shuttle unless they are willing to

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subsidize. SMITH said in the past we have not budgeted Verizon work separately or asked for additional money to do this work. JESPERSEN agreed with TRISCIANI's suggestion to add the shuttle service as a line item into the budget.

Maintenance Report: BEAUREGARD reported the Maintenance Department had a good month. They scheduled thirty-nine buses for preventive maintenance inspections and were able to perform forty-three inspections. They had one transit and one school road call. There was no overtime during the month. They repaired four City vehicles.

SMITH stated the six transit buses on order will come none too soon since we are beginning to see the end of life for some of our older buses. We have two 1991 buses out of service right now. Our fleet is getting smaller. TRISCIANI asked if BEAUREGARD found a motor yet for bus 9103. BEAUREGARD replied he has been unable to find a used motor and it would cost \$15,000 for a rebuilt motor. BEAUREGARD said we have been operating for two months with one of our spare buses no longer in service and he is hoping we can keep the 1991 buses running until the new buses arrive in July. SMITH said the maintenance department is doing a great job repairing buses and getting them back onto the street.

NEW BUSINESS

- 3 a. **Preliminary FY 2007 Transit Operating Budget.** SMITH explained Mayor Guinta is requesting departments and City agencies submit budgets no later than January 17th. He is requiring every department provide an explanation justifying any line item over \$2,500. Since we cannot get into the City's budget template,

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we will be preparing something similar with a brief explanation for line items over \$2,500.

SMITH passed out a preliminary budget that shows an increase from a total operating expense for transit from \$3.13M to \$3.808M; almost a \$500,000 increase. SMITH said fuel was budgeted at \$1.50 per gallon this year, we budgeted for \$2.00 per gallon for next year; \$135,000 of that increase is fuel for City vehicles. Health insurance has increased over \$175,000. The rates went up an average of 18.8% this year. CANTWELL said 50% of the health increase is the premium and the other 50% is the function of retirement. He explained after meeting the retirement criteria, we carry the retiree's health insurance coverage (usually 2-person) and often promote a younger employee who is on the family plan to cover that position. This doubles our health insurance costs to cover the same position. We have had four or five employees retire within the past two years. SMITH explained the labor budget is projected to go up \$52,000 for operators and mechanics based on their inflation assumptions. SMITH feels this is too high. SMITH said we are assuming a 20% increase in liability insurance. He feels we may need to take more risks on that 20% and stay with current costs, but that may be a factor because we have had one serious accident this year. JESPERSEN asked if offering buy-outs or early retirements to the senior drivers would help the budget. SMITH explained the new drivers' starting rate of pay is 90% of the top rate and after one year the employee is at top rate. We wouldn't save anything in wages or benefits because we would maintain insurance coverage on the retiree. SMITH recommended reducing the labor budget estimate

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and to consider reducing the liability insurance budget to no more than a 10% increase.

Mission Statement: SMITH said we are required to submit our mission statement with the budget. He reviewed the present statement and had ROSSET and BENNETT work on improving it. ROSSET explained they did a First Transit bulletin inquiry, received many statements, and selected two mission statements as examples that focus on customer service. SMITH passed out the two statements and requested Board input. After some discussion all Commissioners agreed upon the following mission statement:

“Public transportation in Manchester must meet the needs and priorities of its citizens and visitors, with the most courteous, reliable, safe and economical services possible.”

NAGLE made a motion to adopt the preceding mission statement. Seconded by DESELLE. All Commissioners in favor.

b. **FTA Reauthorization Bill, SAFTEA-LU – New Freedoms Initiative.**

ROSSET explained SAFETEA-LU is the new Federal Transportation Reauthorization bill. The “New Freedoms” program is a new program to encourage transportation improvements for people with disabilities that goes beyond ADA requirements. Extra funding would permit all sorts of changes that are primarily focused for the elderly and people with disabilities. New Hampshire will be getting \$150,000 to \$200,000 and it is in our best interest to try to go after some of that money. SMITH said more and more of the general federal funding that would go to us for operating purposes is being partitioned off into these special programs. He explained while the money is allocated to the Manchester

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urban area, it is given to the State, and there is state-wide competition for the funds. While we have earned it, unless we have a project that plans to spend it and beat the competition, we don't get that money. While Federal funds are increasing overall, they are not increasing significantly in our program because some of these extra programs have to be put on. In addition to the New Freedoms Initiative, there is the Job Access and Reverse Commute ("JARC") program that funds projects that go out from inner city and provides a job employment benefit. In order for our community to qualify, SNHPC will have to modify their planning process to involve social service transportation providers and by next year develop a Joint Transit Social Service Transportation plan. ROSSET said there is a big push for the Department of Transportation and Health and Human Services to work together to coordinate their efforts.

- c. **FY 2007 Community Improvement Program ("CIP") Budget.** SMITH explained in the past three years we have replaced two transit buses and have six on order. Once delivered, we will be more than half way on our fleet replacement program for large buses. We still have six buses to replace and these are programmed in the Transportation Improvement Program ("TIP"). He wants to program into the CIP for three buses next year and three the following year. We have never received assurance of the State's participation until after the TIP had been submitted and last year we received an obligation from the State for their 10% share of vehicle purchases. We amended the CIP to reduce our request from 20% to 10% for the local share. The State has indicated they plan to fund these buses again this year so we are requesting only a 10% share from the City. The TIP includes planned purchases of three buses, two vans, replacement of a service

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supervisory vehicle, and provisions for office equipment and software. He has proposed to purchase the three buses and instead of purchasing two vans for paratransit (one replacement and one expansion); staff proposes purchasing only one replacement van with 10% local share because the demand for paratransit service is paring down. We would also defer the supervisor's car. JESPERSEN asked about purchasing the transfer printers for the fareboxes. SMITH said we would have to program these into the TIP. JESPERSEN said during the public hearing for the fare increase, it was also agreed on a \$2.50 all day pass and hopes that the printers will work to generate that pass. SMITH stated he thinks the cost for each unit is about \$2,500 and we would be required to amend the TIP with SNHPC to add the \$50,000 project. JESPERSEN made a motion to add the transfer issuing machine to the CIP and amend the TIP. Seconded by DESELLE. Discussion ensued with TRISCIANI recommending researching the transfer boxes before amending the TIP and programming into the CIP. SMITH stated the CIP summary has to be submitted by Friday. JESPERSEN retracted his motion and requested further research. Seconded by DESELLE. All Commissioners in favor. TRISCIANI made a motion to program 3 buses and 1 replacement van into the CIP. Seconded by JESPERSEN. JESPERSEN amended the motion stating he will research the transfer issuing machine and, if feasible, will contact SMITH for insertion into the CIP. Seconded by DESELLE. TRISCIANI and NAGLE in favor. ESCALERA opposed the amendment. JESPERSEN will report to SMITH by Friday, January 6th.

OLD BUSINESS

4. a. School District and MTA Contract Negotiations. SMTH recapped the Board on negotiations with the School District. He explained the School District desires to have a contract between MTA and School District exactly like a private contracting relationship and he feels that may not be possible because they are both public entities and report to the City. The School District is proposing a three-year term and we would like a five-year term because of capital purchases. They have agreed on a capital plan to replace school buses and it takes five or more years to reduce the average fleet age. The District wants a provision added that we turn over our assets if they terminate the contract. SMITH explained we would turn over our assets (buses, radios, and cameras) to the City and let the City decide if they want to give our assets to the School District. MTA wants high school buses addressed in the contract; they are required, but not paid. The School District wants to deal with high school buses separately. SMITH explained since this will be a multi-year contract, the number of buses operated each year may change, so the fairest thing for both parties, recognizing we are not out to make a profit like private carriers, is to do it at our cost. If they should increase buses, we will not charge them for overhead, but only charge for our out-of-pocket expenses. The School District proposed to include capital in the daily rate with the understanding the daily rate will increase significantly, because in the last few years there have been no capital costs included. The District originally wanted MTA to finance the buses and felt MTA could get the City to issue bonds. The City Finance Department discouraged this stating the MTA cannot enter into a contract obligating the City to debt. Consequently, the School

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District will make a CIP request for 10 buses this year. JESPERSEN asked the lifespan of a school bus. BEAUREGARD replied there are States that make carriers dispose of them between seven and ten years, we have buses that are fifteen years old.

SMITH explained the School District is proposing a 2.5% monthly retainage for possible penalties. They will use that retainage at the end of the school year to pay penalties that are assessed throughout the year. We would agree to allow them to withhold some money if they paid us in equal installments over twelve months instead of ten months. We agreed to a 1% retainage of the monthly invoice and they agreed to pay us in equal installments over twelve months. This would reduce our cash requirement because currently we don't received our first payment until the last day of September, after performing summer school and the entire month of September school service. SMITH said both parties are still working on the penalty provisions.

The School District understands the volatility of fuel and how difficult it is for us to propose a firm cost over a three or five year period. They would like us to propose a contract rate that doesn't include fuel. SMITH said we presented a proposal that we would provide the fuel without the five cent per gallon administrative fee.

The School District has added language pertaining to VersaTrans and our operation of the software. They don't want to take over immediately, but they want a transition period to take over the responsibility for routing and scheduling over the course of the contract, with our assistance. MTA agrees with this.

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As a new requirement, they want their contractors providing special needs services to make contact and maintain contact with the families. MTA agrees with this, also.

SMITH said in the former contract, there is language about behavior and professionalism of bus drivers. The District proposed new language that says the District reserves the absolute right to reject or remove drivers, or any other personnel. Present language says the District may require removal of an operator for "just cause." SMITH will not permit them to omit this language, because our labor contract requires we can only discipline an employee for "just cause" and we cannot allow an outside party to have control. The District also does not want drivers to change runs after the start of the school year without School District permission. SMITH explained the union contract allows drivers to repick a run if one becomes permanently available. We will not agree to breach our contract with the Union.

The School District wants to establish a camera control policy. We have proposed to place cameras in all buses to control student behavior and retention of drivers, but the District is hesitant because of the cost and potential liability entailed by camera usage. SMITH requested that the School District give the carrier as much discretion as reasonable to use a camera when the need arises, not after a problem occurs.

SMITH explained the penalty provision is the biggest issue right now. The current contract has penalty provision that states the School District can penalize the MTA for the portion of any route missed by withholding payment for the portion that was missed. They want to penalize for the daily rate, or more.

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SMITH has no problem with that language, stating it is common in contracts, but they have also added five or six new provisions into the penalty language. Some of the provisions conflict and overlap; it is very "muddy" language. He has informed the School District we will make a counterproposal from the current contract language and incorporate some of the things they want. He made a proposal to accept the penalty amounts that they proposed, but to put it into the current language that is very specific about notice requirements and not as vague as their new proposals. They insist on keeping their language proposal, and want to negotiate on the basis of modifying their language rather than modifying the current contract language. SMITH will meet with our attorney. The District proposed some vague language that says the District wants to minimize its involvement in the day-to-day operation of the transportation program and should an "operating problem" occur that requires they get involved, the District reserves the right to fine us \$100.00 per day, but they don't say what the "operating problems" might be. TRISCIANI said if they take over VersaTrans route scheduling, we have to be careful about what we agree to for the penalties. SMITH agreed, stating routing and scheduling requires a lot of interchange with the drivers and there is constant change going on at the start of the school year. That would require a new communication mode between the District and us, if they take over responsibility for VersaTrans, and they would deal with many operating problems daily. If this penalty language is left in the contract, and should they decide they don't have the patience for operator communication, would leave MTA subject to damages.

JESPERSEN questioned the provision that MTA being fined more than \$25,000, the District can terminate the contract. SMITH said currently the contract permits either party to claim default and attempt to terminate the contract for any violation of the contract. With this new contract they are proposing a threshold of penalties in the amount of \$25,000 to terminate.

SMITH explained there is a narrative that says because it is a multi-year contract, either party having substantial conditions of change could request the contract be reopened based on economic hardship.

SMITH said MTA proposed rates to them that included both operating and capital costs. They wanted those costs separated. Without fuel, our proposal this year would be \$164.05 per bus. We estimated cost inflation would require a 5.5% increase in operating costs each year. With the capital cost proposal, the daily rate per bus is \$229.40 for the first year, going up to \$278.50 in 2011. We are proposing to replace ten buses per year for four years, and replace nine buses in the 5th year. This would get us to a point the maximum age would be twelve years and average age would be six years or less. They agreed this needs to be done, just who will fund it. TRISCIANI asked if the School District is planning on STS and Provider signing a contract this year, since they haven't in the past. SMITH said they intend to. JESPERSEN asked if this was a standard contract. SMITH said this is the most detailed contract in the State of NH that he has seen. There is only one other contract in the State that he is aware of that has penalties, and only for late buses. ESCALERA asked who's our competition. SMITH replied if the School District goes out for proposals, Laidlaw and First Student are the national companies that can afford to finance vehicles. JESPERSEN replied

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they are for-profit carriers and would tack on a profit. SMITH said the District wants to finalize this contract by next week to give them time to present to the Coordination Committee and the entire School Board.

- b. **Update – Comprehensive Operations Analysis (“COA”)**. ROSSET reported KKO Consultants have produced one draft COA report on current service. He said the majority of our passengers are between the ages of 25 to 44 years of age. He was surprised to see the majority of passengers on the Gossler run are high school students. He said people want us to run later in the evening and would like Sunday service. ROSSET said if he could choose he would like to run 2 hours later. ESCALERA asked what the best review of our service was. ROSSET said our passengers really like the drivers.
- c. **Shopper Shuttle Update.** ROSSET reported we are now shuttling to Stop & Shop on Wednesdays. The pick up locations and times are all the same for the three stores. He has placed timetables in all the high-rises.
- d. **U-Pass Proposal.** SMITH explained he received a call from Dr. Gustafson at NH Community Technical College stating they would like to experiment with the U-pass proposal presented to the college in October 2005. The college wants to pay \$750.00 for this semester to allow students to ride, producing their student ID, to and from school only. We will start gathering data on January 18th and when the semester is finished, they will make a decision about the following school year. NAGLE explained the semester starts on January 17th and prior to that, they are having orientation, open house, and registration. Orientation is the most important day because there are workshops and people coming and going and parents are present. NAGLE recommended someone from the MTA do a

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workshop during orientation. SMITH said it would be hard for our drivers to determine if a student riding away from the college and transferring onto a Mall of NH bus is going home or not. There isn't much we can do to control that.

Diversity Training. NAGLE stated at the last meeting JESPERSEN recommended drivers taking a diversity training course. She spoke to Ann Freeman from NHCTC who works with the foreign students, and she and BENNETT are in the process of coordinating this training. SMITH said it is tentatively scheduled for late January and the cost will be about \$1,500. SMITH said it's not just the full-time operators; all administrative employees will attend.

NON-PUBLIC SESSION

5. a. **Non-Public Session Per RSA 91-A:3, II. (e).** NAGLE made a motion to go into Non-Public session per RSA 91-A:3, II. (e). Seconded by DESELLE. TRISCIANI, JESPERSEN, and ESCALERA voted yea. The Board went into Non-Public session at 7:40 PM. At 8:07 PM, on a motion by NAGLE, seconded by JESPERSEN, with TRISCIANI, DESELLE, and ESCALERA voting yea, Non-Public session adjourned. TRISCIANI reported this session was advisory only and no motions were made.

OTHER BUSINESS

6. a. **Bus Stop Sign Project.** JESPERSEN asked about the status of the bus stop sign project. SMITH explained all problem signs have been adjusted or moved.
- b. **Date for Next Meeting.** Tuesday, January 31, 2006.

With no further business to come before the Board, ESCALERA made a motion to adjourn the meeting at 8:10 PM. Seconded by NAGLE. All Commissioners in favor.

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Transit

December 2005

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Manchester Transit Authority
Income Statement Transit
For the Six Months Ending December 31, 2005

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD Budget</u>	<u>YTD Net Change</u>
Farebox Revenue					
Farebox Revenue	\$17,321.65	\$18,750.00	\$106,322.34	\$101,250.00	\$5,072.34
Adult Fares	1,522.00	2,300.00	12,697.00	13,800.00	(1,103.00)
Adult Monthly Fares	1,122.00	2,100.00	14,124.00	12,600.00	1,524.00
Senior Citizens Fares	780.00	800.00	6,091.50	4,800.00	1,291.50
Senior Citizen Monthly Fare	1,290.00	1,000.00	7,502.50	6,000.00	1,502.50
Disabled Rider Fare	1,613.76	1,500.00	10,038.86	9,000.00	1,038.86
Student Fares	(293.25)	300.00	2,156.75	1,800.00	356.75
Total Farebox and Tickets	23,356.16	26,750.00	158,932.95	149,250.00	9,682.95
Shuttle and Excursions					
Shopping Shuttle	1,020.00	1,000.00	6,060.00	6,000.00	60.00
Excursion Revenue			2,591.50	2,400.00	191.50
Total Shuttle and Excursions	1,020.00	1,000.00	8,651.50	8,400.00	251.50
Other Revenue					
Sale of Fuel to City Departments	25,338.12	25,000.00	166,253.23	150,000.00	16,253.23
Sale of Maintenance Service to City	1,016.20	2,000.00	20,045.30	12,000.00	8,045.30
Advertising Revenue-Bus	4,979.00	5,000.00	37,626.74	30,000.00	7,626.74
Rental of Innercity Terminal	1,600.00	800.00	4,800.00	4,800.00	
Sale of Vehicles and Equipment			1,427.50		1,427.50
Sale of Scrap Materials			319.05		319.05
Interest Income	218.06	500.00	3,358.80	3,000.00	358.80
Photo Picture ID Revenue	8.00	25.00	62.00	150.00	(88.00)
Other Non-Transp. Revenue	0.03	25.00	42.51	150.00	(107.49)
Total Other Revenue	33,159.41	33,350.00	233,935.13	200,100.00	33,835.13
Total Operational Income	57,535.57	61,100.00	401,519.58	357,750.00	43,769.58
Operating Assistance					
City of Manchester	89,557.58	89,558.00	537,345.48	537,348.00	(2.52)
Town of Bedford	3,400.00	3,400.00	20,700.00	20,400.00	300.00
State of New Hampshire			29,680.00		29,680.00
Federal Operating Subsidy	117,590.00	106,926.00	670,550.00	641,556.00	28,994.00
Total Operating Assistance	210,547.58	199,884.00	1,258,275.48	1,199,304.00	58,971.48
Total Revenue	268,083.15	260,984.00	1,659,795.06	1,557,054.00	102,741.06
Expenses					
Labor					
Transit Operator Wages	55,336.67	55,622.00	346,909.28	336,025.00	10,884.28
Transit Operator Overtime Wages	6,274.33	5,106.00	34,700.65	30,277.00	4,423.65
StepSaver Operator Wages	11,773.63	11,166.00	70,024.86	66,619.00	3,405.86
StepSaver Operator Overtime Wages	621.14	2,630.00	6,017.68	15,780.00	(9,762.32)
Mechanic Wages	11,673.34	13,931.00	77,526.02	79,955.00	(2,428.98)
Mechanic Overtime Wages	915.35		2,947.79		2,947.79
Transp. Admin Wages	8,488.37	9,845.00	51,025.37	56,502.00	(5,476.63)
Transp. Admin Overtime Wages	362.85	270.00	2,162.55	1,620.00	542.55
Maint. Admin Wages	2,851.90	3,892.00	19,432.59	22,333.00	(2,900.41)
General Admin Wages	6,431.27	6,190.00	39,075.79	35,525.00	3,550.79
Gen. Admin Overtime Wages	26.60	81.00	551.44	486.00	65.44
Payroll Transaction			298.46		298.46

Manchester Transit Authority
Income Statement Transit
For the Six Months Ending December 31, 2005

	Current	Budget	YTD	YTD Budget	YTD Net Change
Total Labor	\$104,755.45	\$108,733.00	\$650,672.48	\$645,122.00	\$5,550.48
Fringe Benefits					
Health Insurance Expense	43,249.18	40,617.00	255,649.39	243,702.00	11,947.39
Dental Insurance Expense	1,192.19		7,006.15		7,006.15
Life Insurance Expense	651.38	665.00	4,117.58	3,990.00	127.58
Pension Expense	6,990.00	6,370.00	38,070.00	38,220.00	(150.00)
FICA Expense	9,288.03	9,658.68	59,887.57	57,665.71	2,221.86
Worker's Compensation	3,820.67	4,577.00	22,924.02	27,639.00	(4,714.98)
Unemployment Compensation	454.92	438.00	2,729.52	2,628.00	101.52
Transit Operator Vacation Wages	4,406.33	4,512.00	26,626.76	27,072.00	(445.24)
Transit Operator Holiday Wages	3,876.91	3,529.00	23,734.44	24,701.00	(966.56)
Transit Operator Sick Wages	5,498.53	2,647.00	20,672.16	15,882.00	4,790.16
Mechanic Vacation Wages	1,668.00	1,594.50	12,134.68	9,567.00	2,567.68
Mechanic Holiday Wages	940.00	1,143.83	6,937.96	6,862.98	74.98
Mechanic Sick Wages		95.33	3,784.72	571.98	3,212.74
Transp. Admin Vacation Wages	917.32	1,076.67	6,183.80	6,460.02	(276.22)
Transp. Admin Holiday Wages	1,244.12	703.17	6,106.20	4,219.02	1,887.18
Transp. Admin Sick Wages	888.42	210.92	1,459.14	1,265.52	193.62
Maint. Admin Vacation Wages	259.58	291.83	3,718.82	1,750.98	1,967.84
Maint. Admin Holiday Wages	878.44	379.42	2,789.80	2,276.52	513.28
Maint. Admin Sick Wages		87.58		525.48	(525.48)
Gen Admin. Vacation Wages	1,336.55	677.00	4,416.91	4,062.00	354.91
Gen. Admin Holiday Wages	797.47	442.83	4,655.38	2,656.98	1,998.40
Gen. Admin Sick Wages		132.83		796.98	(796.98)
Transit Uniform Allowance	529.55	779.00	6,449.83	4,674.00	1,775.83
Maintenance Uniform Allowance	347.54	630.00	447.52	3,276.00	(2,828.48)
Tool Allowance		117.00	999.88	702.00	297.88
License Reimbursement		25.00	270.00	150.00	120.00
Burden Adjustment	(14,146.89)	(14,553.00)	(71,464.30)	(87,318.00)	15,853.70
Total Fringe Benefits	75,088.24	66,847.59	450,307.93	403,999.17	46,308.76
Services					
Management Consultant	11,302.49	12,142.00	59,300.41	72,852.00	(13,551.59)
Commissioner Expense		83.00	437.55	498.00	(60.45)
Auditing Expense			5,305.50	4,800.00	505.50
Legal Expense	229.64	500.00	1,267.64	3,000.00	(1,732.36)
Service Bureau	41.56	1,000.00	2,877.98	6,000.00	(3,122.02)
Security Service	86.96	100.00	994.48	600.00	394.48
Outside Advertising	2,757.41	333.00	9,009.35	1,998.00	7,011.35
Driver and Criminal Record			308.00		308.00
Drug & Alcohol Testing		333.00	5,835.00	1,998.00	3,837.00
Pre-Employment Medical		83.00		498.00	(498.00)
Janitorial Service and Supplies	1,039.92	658.00	5,105.10	3,948.00	1,157.10
Bank Service Charges	780.30	500.00	4,023.53	3,000.00	1,023.53
Total Services	16,238.28	15,732.00	94,464.54	99,192.00	(4,727.46)
Materials and Supplies					
Fuel Operations	18,110.72	14,329.00	110,820.73	84,834.00	25,986.73
Sale of Fuel to City Departments	24,100.34	25,000.00	163,114.20	150,000.00	13,114.20
Maintenance Parts	11,906.73	10,169.00	41,212.43	60,359.00	(19,146.57)
Purchase Discounts	(140.71)	(250.00)	(639.38)	(1,500.00)	860.62
Tires Expense	1,385.16	1,331.00	5,714.16	7,880.00	(2,165.84)
Oil and Grease	226.88	240.00	1,624.84	1,422.00	202.84
Maintenance Supplies	687.91	639.00	6,236.05	3,834.00	2,402.05

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Manchester Transit Authority
Income Statement Transit
For the Six Months Ending December 31, 2005

	Current	Budget	YTD	YTD Budget	YTD Net Change
Body Shop Supplies	\$480.54	\$148.00	\$7,328.44	\$888.00	\$6,440.44
Hazardous Materials		246.00	333.34	1,476.00	(1,142.66)
Outside Parts and Labor	50.00	42.00	331.60	252.00	79.60
Repairs-Inner City Terminal		250.00	493.68	1,500.00	(1,006.32)
Repairs-Building and Grounds	3,083.23	1,425.00	7,970.60	8,550.00	(579.40)
Repairs-Shop Equipment	37.74	190.00	1,466.49	1,140.00	326.49
Repairs-Radio Equipment		83.00		498.00	(498.00)
Repairs-Office Equipment	785.14	217.00	2,430.08	1,302.00	1,128.08
Office Supplies	1,023.06	670.00	6,259.97	4,020.00	2,239.97
Transit Schedules and Tickets		584.00	510.33	3,504.00	(2,993.67)
Total Materials and Supplies	61,736.74	55,313.00	355,207.56	329,959.00	25,248.56
Utilities					
Electricity	2,748.45	1,900.00	11,562.52	11,400.00	162.52
Natural Gas	3,512.02	1,283.00	5,332.25	7,698.00	(2,365.75)
Telephone	503.59	594.00	4,145.26	3,564.00	581.26
Water	141.96	143.00	1,024.11	858.00	166.11
Total Utilities	6,906.02	3,920.00	22,064.14	23,520.00	(1,455.86)
Insurance					
Public Liability Insurance	11,764.00	10,583.00	70,593.00	63,498.00	7,095.00
Other Liability	956.00	1,374.00	5,988.23	8,244.00	(2,255.77)
Total Insurance	12,720.00	11,957.00	76,581.23	71,742.00	4,839.23
Other Expenses					
Dues and Memberships	121.28	83.00	1,647.28	498.00	1,149.28
Tolls and Parking	40.00		200.00		200.00
Training and Meetings	109.99	250.00	1,474.63	1,500.00	(25.37)
Grievance Expense		38.00		228.00	(228.00)
Depreciation	28,000.00	29,158.00	168,000.00	174,948.00	(6,948.00)
Total Other Expenses	28,271.27	29,529.00	171,321.91	177,174.00	(5,852.09)
Total Expenses	305,716.00	292,031.59	1,820,619.79	1,750,708.17	69,911.62
Net Income (Loss)	(37,632.85)	(31,047.59)	(160,824.73)	(193,654.17)	32,829.44



School

December 2005

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Manchester Transit Authority
Income Statement School
For the Six Months Ending December 31, 2005

	Current	Budget	YTD	YTD Budget	YTD Net Change
Student Transportation					
Pupil Contract	\$188,619.18	\$187,550.00	\$735,733.98	\$750,200.00	(\$14,466.02)
Manchester Skill Center	15,229.26	16,031.00	65,370.04	57,890.00	7,480.04
Special Needs	14,426.91	12,824.00	54,679.87	72,669.00	(17,989.13)
Student Tickets	4,185.75	3,600.00	20,100.75	14,400.00	5,700.75
Total Student Transportation	222,461.10	220,005.00	875,884.64	895,159.00	(19,274.36)
School Charter					
Student Athletics	10,884.47	10,000.00	60,567.72	55,000.00	5,567.72
Student Fieldtrips	8,172.00	5,000.00	42,210.25	37,000.00	5,210.25
Total School Charters	19,056.47	15,000.00	102,777.97	92,000.00	10,777.97
Other Revenue					
Sale of Vehicles and Equipment			5,682.50		5,682.50
Interest Income	25.36	100.00	706.11	600.00	106.11
Other Non-Transp. Revenue	53.57		239.07		239.07
Total Other Revenue	78.93	100.00	6,627.68	600.00	6,027.68
Total Operational Income	241,596.50	235,105.00	985,290.29	987,759.00	(2,468.71)
Expenses					
Labor					
School Operator Wages	73,769.62	74,924.00	393,575.52	378,480.00	15,095.52
School Operator Overtime Wages	681.88	5,961.00	10,028.91	27,566.00	(17,537.09)
Transit Operator Wages		583.00	44.61	2,696.00	(2,651.39)
Transit Operator Overtime Wages			3.30		3.30
Mechanic Wages	9,973.12	9,681.00	49,354.82	55,561.00	(6,206.18)
Transp. Admin Wages	7,316.83	7,382.00	49,253.46	42,366.00	6,887.46
Transp. Admin Overtime Wages		270.00	854.32	1,620.00	(765.68)
Maint. Admin Wages	2,719.29	3,330.00	17,294.98	18,970.00	(1,675.02)
General Admin Wages	3,722.44	4,660.00	19,719.90	26,743.00	(7,023.10)
Gen. Admin Overtime Wages	9.98	51.00	23.28	306.00	(282.72)
Total Labor	98,193.16	106,842.00	540,153.10	554,308.00	(14,154.90)
Fringe Benefits					
Health Insurance Expense	330.22		3,411.80		3,411.80
Dental Insurance Expense	5.39		1,410.41		1,410.41
FICA Expense	7,976.17	7,692.85	36,893.19	40,148.47	(3,255.28)
Worker's Compensation	3,022.00	4,412.00	18,132.00	19,022.00	(890.00)
School Operator Vacation Wages	4,267.00	5,773.00	4,267.00	5,773.00	(1,506.00)
School Operator Holiday Wages	3,802.83	12,349.00	10,671.17	12,349.00	(1,677.83)
School Uniform Allowance	8.71	342.00	258.71	2,052.00	(1,793.29)
Maintenance Uniform Allowance			50.00		50.00
Tool Allowance			199.99		199.99
License Reimbursement	(60.00)	125.00	1,780.00	750.00	1,030.00
Burden Adjustment	14,146.89	14,553.00	71,464.30	85,836.00	(14,371.70)
Total Fringe Benefits	33,499.21	45,246.85	148,538.57	165,930.47	(17,391.90)
Services					
Management Consultant	11,302.50	12,142.00	59,320.40	72,852.00	(13,531.60)
Commissioner Expense		83.00	448.61	498.00	(49.39)

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Manchester Transit Authority
Income Statement School
For the Six Months Ending December 31, 2005

	Current	Budget	YTD	YTD Budget	YTD Net Change
Auditing Expense			\$7,958.25	\$7,200.00	\$758.25
Legal Expense	344.46	500.00	1,754.36	3,000.00	(1,245.64)
Service Bureau	41.57	1,500.00	7,062.86	9,000.00	(1,937.14)
Security Service		150.00	586.44	900.00	(313.56)
Outside Advertising		1,250.00	5,378.45	7,500.00	(2,121.55)
Driver and Criminal Record		150.00	2,005.00	900.00	1,105.00
Drug & Alcohol Testing	600.00	666.00	4,170.00	3,996.00	174.00
Pre-Employment Medical		684.00		4,104.00	(4,104.00)
Janitorial Service and Supplies	1,039.94	658.00	3,282.09	3,948.00	(665.91)
Bank Service Charges	75.50	75.00	452.40	450.00	2.40
Total Services	13,403.97	17,858.00	92,418.86	114,348.00	(21,929.14)
Materials and Supplies					
Fuel Operations	16,584.27	16,112.00	84,245.39	71,857.00	12,388.39
Maintenance Parts	4,935.97	5,845.00	20,225.18	26,068.00	(5,842.82)
Tires Expense	1,349.60	1,642.00	7,558.96	7,326.00	232.96
Oil and Grease	353.12	327.00	1,464.80	1,459.00	5.80
Maintenance Supplies	325.43	444.00	3,432.61	2,664.00	768.61
Body Shop Supplies	116.53	103.00	1,514.93	618.00	896.93
Hazardous Materials		171.00	231.62	1,026.00	(794.38)
Outside Parts and Labor		42.00		252.00	(252.00)
Repairs-Building and Grounds	2,325.91	1,075.00	4,459.77	6,450.00	(1,990.23)
Repairs-Shop Equipment	30.17	143.00	1,009.18	858.00	151.18
Repairs-Radio Equipment		83.00		498.00	(498.00)
Repairs-Office Equipment	724.75	200.00	2,243.14	1,200.00	1,043.14
Office Supplies	921.15	1,005.00	3,889.97	6,030.00	(2,140.03)
School Schedules and Tickets		584.00	3,190.51	3,504.00	(313.49)
Total Materials and Supplies	27,666.90	27,776.00	133,466.06	129,810.00	3,656.06
Utilities					
Electricity	2,248.72	1,433.00	9,459.61	8,598.00	861.61
Natural Gas	2,873.47	968.00	4,331.71	5,808.00	(1,476.29)
Telephone	412.00	448.00	3,142.91	2,688.00	454.91
Water	116.15	108.00	607.23	648.00	(40.77)
Total Utilities	5,650.34	2,957.00	17,541.46	17,742.00	(200.54)
Insurance					
Public Liability Insurance	17,547.00	26,728.00	105,268.00	160,368.00	(55,100.00)
Other Liability	843.00	1,160.00	5,055.04	6,960.00	(1,904.96)
Total Insurance	18,390.00	27,888.00	110,323.04	167,328.00	(57,004.96)
Other Expenses					
Dues and Memberships	99.22	167.00	1,168.17	1,002.00	166.17
Tolls and Parking	1.00		4.00		4.00
Training and Meetings	57.95	333.00	1,571.92	1,998.00	(426.08)
Grievance Expense		38.00		228.00	(228.00)
Depreciation	21,000.00	20,000.00	126,000.00	120,000.00	6,000.00
Total Other Expenses	21,158.17	20,538.00	128,744.09	123,228.00	5,516.09
Total Expenses	217,961.75	249,105.85	1,171,185.18	1,272,694.47	(101,509.29)
Net Income (Loss)	23,634.75	(14,000.85)	(185,894.89)	(284,935.47)	99,040.58

Commissioners Memorandum

To: Commissioners
 From: Evan Rosset, Operations Planning Manager
 Date: January 26, 2006
 Re: Transit Ridership Report – November 2005



A

Routes	<u>November</u>		% Change	<u>FYTD</u>		% Change
	Weekdays	2004	2005	FY 2005	FY 2006	
	Saturdays	23	21			
Airport- Route #1	3	894	811	5,893	4,818	-18.24%
Lake-Hanover St. Route #2		3256	2,734	18,395	16,271	-11.55%
Goffsfalls Route #3		1312	1,491	7,449	8,903	19.52%
Page-Elliot Route #4		1792	1,821	10,408	11,108	6.73%
Pinard-Bremer Route #5		937	1,010	6,449	6,415	-0.53%
Gossler-St. Anselm Route #6		2034	2,447	12,665	14,059	11.01%
VA Hospital Route #7		1771	2,072	11,380	14,607	28.36%
So. Willow Route #8		3778	3,506	19,788	22,525	13.83%
DW Highway-River Rd. Route #9		1998	1,953	11,901	14,092	18.41%
Valley-Weston Rd. Route #10		3336	3,237	19,764	21,807	10.34%
Front St. Route #11		1451	1,735	8,944	11,562	29.27%
So. Beech Route #12		3133	2,987	17,710	18,974	7.14%
Bedford Mall Route #13		4523	3,643	25,526	25,732	0.81%
VISTA SHUTTLE		478	440	1,925	2,850	48.05%
HANNAFORDS SHUTTLE		706	560	2,332	3,961	69.85%
VERIZON SHUTTLE			521	2,333	1,214	-47.96%
(number of events)			15			
Weekday Fixed Route Totals		32,392	30,968	182,862	198,898	8.77%
Saturday Fixed Route Totals		2,395	4,070	19,441	21,467	10.42%
MTA Specials & Excursions		275	0	420	199	
Fixed Route Weekday Average		1,408	1,475	1,443	1,475	2.22%
Total Transit Passengers Served		35,062	35,038	202,723	220,564	8.80%
Total StepSaver Passengers Served		768	903	4985	5,000	0.30%

The attached graph shows system-wide ridership trends.


 Evan Rosset
 Operations Planning Manager

B

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Administration/Information Systems respectfully advises, after due and careful consideration, that it has approved Ordinance:

“Amending the Code of Ordinances of the City of Manchester by repealing Chapter 94: Noise Regulations in its entirety and inserting a new Chapter 94: Noise Regulations.”

with changes and is recommending same be referred to the Committee on Bills on Second Reading for technical review.

(Aldermen O'Neil, Smith Forest, DeVries voted yea; Alderman Lopez was absent.)

Respectfully submitted,



Clerk of Committee

City of Manchester New Hampshire

In the year Two Thousand and Five

AN ORDINANCE

"Amending the Code of Ordinances of the City of Manchester by repealing Chapter 94: Noise Regulations in its entirety and inserting a new Chapter 94: Noise Regulations."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

Chapter 94: Noise Regulations

Section

General Provisions

- 94.01 Purpose
- 94.02 Scope
- 94.03 Definitions
- 94.04 Enforcement
- 94.05 Measurements
- 94.06 Submission of Fees

Minimum Standards

- 94.10 Noise Levels
- 94.11 Exemptions
- 94.20 Motor Vehicles

Administration and Enforcement

- 94.40 Noise Variance Board
- 94.42 Application Procedures
- 94.43 Prohibited Conduct
- 94.44 Penalties

Statutory reference:

Authority of city to regulate noise, see R.S.A. 47:17 II & XV.

GENERAL PROVISIONS

§ 94.01 PURPOSE.

It is the policy of the Board of Mayor and Aldermen of the City of Manchester to protect, preserve and promote the health, safety, welfare, peace and quiet of the citizens of Manchester through the reduction, control and prevention of noise. It is the intent of this ordinance to establish standards that will eliminate and reduce unnecessary environmental noise throughout the community which may be physically harmful or otherwise detrimental to individuals and the community in the enjoyment of life, property and the conduct of business.

B

City of Manchester New Hampshire

In the year Two Thousand and Five

AN ORDINANCE

"Amending the Code of Ordinances of the City of Manchester by repealing Chapter 94: Noise Regulations in its entirety and inserting a new Chapter 94: Noise Regulations."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

§ 94.02 SCOPE.

This ordinance shall only apply to noise originating within the city limits of the City of Manchester, NH that is traveling in the atmosphere or environment. This ordinance shall apply to all bodies of water within the city limits of the City of Manchester, irrespectively if they flow through or are contained partially or entirely within the city limits.

§ 94.03 DEFINITIONS.

For the purpose of this title, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

AMBIENT SOUND LEVEL. The A-weighted sound level of all sound associated with a given environment, exceeded ninety percent (90%) of the time measured and being a composite of sounds from many sources during the period of observation while the sound from the noise source of interest is not present.

ANSI. The American National Standards Institute.

ANSI S SERIES STANDARDS. Those ANSI standards relevant to sound, acoustics, shock, vibration and bioacoustics.

A-WEIGHTED SOUND PRESSURE. The sound pressure level as measured with a sound level meter using the A-weighting network. The standard notation is dB(A) or dBA.

COMMERCIAL POWER EQUIPMENT. Any equipment or device rated at more than five horsepower and used for building repairs or property maintenance excluding snow removal equipment.

COMMERCIAL PREMISES. Any land parcel with buildings where the use of less than fifty percent (50%) of the gross floor area meets the definition of residential premises. Includes locations of various scale operating as retail, automotive use, restaurant, governmental, financial, entertainment and cultural and shopping centers as identified pursuant to the Manchester Zoning Ordinance.

CONSTRUCTION EQUIPMENT. Any device or mechanical apparatus operated by fuel, electric, or pneumatic power in the excavation, construction, repair, or demolition of any building, structure, land parcel, street, alley, waterway, or appurtenance thereto.

DECIBEL. A logarithmic unit of measure often used in measuring magnitudes of sound. The symbol is dB.

DOMESTIC POWER EQUIPMENT. Any equipment or device rated at five (5) horsepower or less and used for building repairs or grounds maintenance excluding snow removal equipment.

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City of Manchester New Hampshire

In the year Two Thousand and Five

AN ORDINANCE

"Amending the Code of Ordinances of the City of Manchester by repealing Chapter 94: Noise Regulations in its entirety and inserting a new Chapter 94: Noise Regulations."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

EMERGENCY VEHICLE. An authorized motor vehicle that has sound warning devices such as whistles, sirens and bells which can lawfully be used when responding to an emergency, during a police activity or which is required by state or federal regulations (i.e., reverse alarms).

EMERGENCY WORK. An activity made necessary to restore property to a safe condition following a public calamity or work required to protect persons or property from exposure to imminent danger. It includes work by private or public entities for providing or restoring immediately necessary service as well as all situations deemed necessary by the city.

EMERGENCY POWER GENERATOR. The equipment used to generate electrical power in the event of an interruption, malfunction or failure of the electrical power supplied by the service provider.

GROSS FLOOR AREA. The floor area within the inside perimeter of the exterior walls of the building under consideration, exclusive of vent shafts and courts, without deduction for corridors, stairways, closets, the thickness of interior walls, columns or other features. The floor area of a building or portion thereof, not provided with surrounding exterior walls shall be the usable area under the horizontal projection of the roof or floor above.

INDUSTRIAL PREMISES. Any premise where the production of goods, materials or knowledge takes place. May include locations for manufacturing, warehousing, research and development, distribution or other selected offices as identified pursuant to the Manchester Zoning Ordinance.

MOTOR VEHICLE. Any vehicle that is self-propelled, used primarily for transporting persons or property upon public roadways and required to be licensed according to motor vehicle registration laws. The term motor vehicle shall not include: aircraft, watercraft, motor vehicles operated on private property for recreational or amusement purposes, vehicles used exclusively on stationary rails, or specialized utility vehicles normally used only on private property in the daily course of business such as forklifts, and pallet movers.

NOISE. Any sound that exceeds the standards set forth in this chapter, annoys or disturbs a reasonable person of normal sensibilities, or causes or tends to cause any adverse psychological or physiological effect on humans.

NOISE VARIANCE. Specific relief from the terms of this chapter as granted by the Noise Variance Board.

B

City of Manchester New Hampshire

In the year Two Thousand and Five

AN ORDINANCE

“Amending the Code of Ordinances of the City of Manchester by repealing Chapter 94: Noise Regulations in its entirety and inserting a new Chapter 94: Noise Regulations.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

PERSON. An individual, corporation, partnership, association, organization or similar entity.

PREMISES. Any building, structure, land, utility or portion thereof, including all appurtenances, and shall also include yards, lots, courts, inner yards and real properties without buildings or improvements, owned or controlled by a person.

PROPERTY LINE. The real or imaginary line and its vertical extension which separates real property owned or controlled by any person from contiguous real property owned or controlled by another person. The vertical and horizontal boundaries of a dwelling unit in a multi-dwelling unit building, condominium, or townhouse complex shall not be considered property lines separating one (1) property from another.

PUBLIC PREMISES. All real property including appurtenances thereon which is owned or controlled by any governmental entity and shall include streets, alleys, parks and waterways.

RECEPTOR PREMISES. The premises (residential, commercial, industrial, or public) as listed in Table A which is receiving noise emitted from the source premises after crossing one or more property lines. Also referred to as the receiving premise.

RESIDENTIAL PREMISES. Any premises where single or multiple dwelling units exist and shall include primary schools, churches, nursing homes and similar institutional facilities including any commercial premises where the use of more than fifty percent (50%) of the gross floor area meets this definition of residential premise.

SOUND. An oscillation in pressure, stress, particle displacement and particle velocity which induces auditory sensation.

SOUND LEVEL METER. An apparatus for the measurement of sound levels. The sound level meter shall be of a design and have the characteristics of a Type 2 or better instrument as established by the American National Standards Institute, publication S1.4 entitled Specification for Sound Level Meters.

SOUND PRESSURE LEVEL. Twenty (20) times the logarithm to the base ten (10) of the ratio of the pressure of a sound to the reference pressure of twenty (20) micronewtons per square meter (20×10^{-6} Newtons/meter²) and is expressed in decibels (dB).

SOURCE PREMISES. The premises (residential, commercial, industrial, or public) as listed in Table A that is emitting noise that is crossing one or more property lines and impacting the receptor premises.

SNOW REMOVAL EQUIPMENT. Any equipment used for removing snow from land or building surfaces and shall include snowplows, snow blowers, snow sweepers, and snow shovels.

City of Manchester New Hampshire

In the year Two Thousand and Five

AN ORDINANCE

"Amending the Code of Ordinances of the City of Manchester by repealing Chapter 94: Noise Regulations in its entirety and inserting a new Chapter 94: Noise Regulations."

B

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

TABLE A. The reference table contained in § 94.10 of this chapter that details the maximum allowable noise levels for all premises in the City of Manchester, including a time of day allowance. Measurements of noise levels are made at the property line of the receiving premises.

TABLE B. The reference table contained in § 94.20 of this chapter that details the maximum allowable noise levels for all motor vehicles operating in the City of Manchester during any time of the day or night. Measurements of noise levels are made twenty-five (25) feet from the source motor vehicle.

TREE MAINTENANCE EQUIPMENT. Any equipment used in trimming or removing trees only and shall not be limited to chainsaws, chippers and stump removers.

§ 94.04 ENFORCEMENT.

The Chief of Police or his designee shall have and exercise the power to enforce the provisions of this title. Licenses or permits issued pursuant to this title shall also be enforced by a designee of the Office of the City Clerk. Enforcement shall include entering areas of public access or operation, free of charge, to ensure compliance and issuance of citations for any violations with penalties to be assessed as provided in §94.44 of this title.

§ 94.05 MEASUREMENTS.

For the purposes of this ordinance, the measurement of all physical parameters or entities associated with acoustics, sound, noise, or vibration shall comply with the most recent S series standards of ANSI, American National Standards Institute, Standards for Sound, Acoustics, Shock and Vibration, Bioacoustics. Furthermore, all physical parameters, or entities determined or calculated from such measurements relevant to acoustics, shock, vibration or bioacoustics shall be determined or calculated in accordance to the most recent S series standards of ANSI where so applicable.

§94.06 SUBMISSION OF FEES.

Fees for permits, applications and licenses shall be submitted with the applications under this chapter and shall be considered nonrefundable.

B

City of Manchester New Hampshire

In the year Two Thousand and Five

AN ORDINANCE

"Amending the Code of Ordinances of the City of Manchester by repealing Chapter 94: Noise Regulations in its entirety and inserting a new Chapter 94: Noise Regulations."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

MINIMUM STANDARDS

§ 94.10 NOISE LEVELS.

Noise levels shall be measured at any point along the property line or within the property line of the receiving premises to determine compliance of the source. When it is determined that the ambient sound level at the receiving premises equals or exceeds the maximum allowable sound pressure level specified in Table A, then the ambient sound level is the standard which cannot be exceeded by the source. The following table identifies allowable noise levels within various areas throughout the City:

TABLE A

Maximum Allowable Noise Levels (in dBA) with Time of Day Allowance

Source Premises	Receptor Premises							
	Residential		Commercial		Industrial		Public	
	7am-- 10pm	10pm-- 7am	7am-- 10pm	10pm-- 7am	7am-- 10pm	10pm-- 7am	7am-- 10pm	10pm-- 7am
Residential	55	50	65	60	80	75	75	70
Commercial	55 [60]	50 [60]	65	60	80	75	75	70
Industrial	55 [65]	50 [65]	65	60	80	75	75	70
Public	55 [60]	50 [60]	65	60	80	75	75	70
Body of Water	55	50	65	60	80	75	75	70
(The numbers in brackets are the allowable limits that comply with § 94.11 (N) Exemptions.)								

§ 94.11 EXEMPTIONS.

The maximum permissible sound pressure levels as specified in Table A shall not apply to sounds emitted from:

(A) Any bell or chime from any building clock, school or church, not including any amplified bell or chime sounds emitted from loudspeakers.

(B) Any siren, whistle or bell lawfully used by emergency vehicles or any other alarm systems used in case of fire, collision, civil defense, police activity or imminent danger.

(C) Any aircraft in flight subject to federal law regarding noise control.

(D) Any ground-based aircraft activity including testing or engine run-up noise.

(E) Any motor vehicles designed for and operated on public streets, alleys, highways or freeways that are regulated by Table B.

City of Manchester New Hampshire

In the year Two Thousand and Five

AN ORDINANCE

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BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

(F) Any tree maintenance equipment operated upon a residential, commercial, industrial or public premises provided that operation of tree maintenance equipment between the hours of 9:00 p.m. and 7:00 a.m. shall not exceed the maximum noise levels as specified in Table A.

(G) Any construction equipment or activities in compliance with § 94.43 (F) of this ordinance.

(H) Any domestic power equipment operated upon any residential, commercial, industrial or public premises between 7:00 a.m. and 10:00 p.m. provided that such equipment does not exceed a sound pressure level of eighty (80) dBA when measured at the property line of the receiving premise.

(I) Any commercial power equipment operated upon any residential, commercial, industrial or public premises between 7:00 a.m. and 10:00 p.m. provided that such equipment does not exceed a sound pressure level of eighty-eight (88) dBA when measured at the property line of the receiving premise.

(J) The musical instruments of any school marching band while performing at any sporting event or marching band competition, and the musical instruments of any school marching band practicing on school grounds between the hours of 9:00 a.m. and 8:00 p.m. that do not exceed sixty-five (65) dBA when measured at the property line of the receiving residential premise.

(K) Following a snowstorm, snow removal equipment operated on any premises between the hours of 5:00 a.m. and 10:00 p.m. provided that such equipment does not exceed the sound pressure limits for commercial power equipment (eighty-eight (88) dBA) or domestic power equipment (eighty (80) dBA) when measured at the property line of the receiving premise.

(L) Any power generator providing emergency electrical power at any hospital, health clinic, nursing home or similar facility where the loss of electrical power creates an immediate risk to the health, safety or welfare of any person, or at any premises where such equipment is required by the Manchester Fire Department. Additionally, the noise emitted during the routine testing of emergency electrical power generators shall not exceed eighty-eight (88) dBA when measured at the property line of the receiving premise. Routine testing shall not exceed one (1) hour in any one-week period, or two (2) hours in any six-week period and shall be confined to the hours of 10:00 a.m. to 4:00 p.m. or as otherwise approved.

(M) Any industrial, commercial, or public premises exceeding the standards of Table A at a receiving residential premises when the zoning of the receiving residential premises does not allow residential use (residential use is nonconforming). However, in such a situation, the noise emitted by the industrial, commercial, or public premises shall not exceed the standards for receiving industrial premises.

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City of Manchester New Hampshire

In the year Two Thousand and Five

AN ORDINANCE

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BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

(N) Any industrial, commercial, or public premises exceeding the standards of Table A at a receiving residential premises when such industrial, commercial, or public premises and their emitted noise level were in existence prior to the existence of the residential premises, provided however that the existing industrial premises does not exceed sixty-five (65) dBA and the commercial premises do not exceed sixty (60) dBA when measured at the receiving residential premises.

(O) Any water craft or noise emanating from or on a body of water between the hours of 7:00 a.m. and 10:00 p.m. provided that such noise does not exceed a sound pressure level of eighty-eight (88) dBA when measured at the property line of the receiving property and further provided that between 10:00 p.m. and 7:00 a.m. such equipment does not exceed the maximum sound pressure levels as specified in Table A.

§ 94.20 MOTOR VEHICLES.

All noise levels from motor vehicles shall be measured at twenty-five (25) feet from the source vehicle to determine compliance. Except where preempted by state law the standards in Table B shall apply to all noise emitted from motor vehicles including any and all equipment thereon, under any condition of acceleration, deceleration, idle, grade or load and whether or not in motion.

TABLE B

Maximum Allowable Noise Levels for Motor Vehicles

Type of Vehicle	Time Period	Maximum Allowable Sound Pressure Level measured in dBA	Measurement Distance from Motor Vehicle
Motor vehicles weighing less than 10,000 pounds, manufacturers gross vehicle weight	At any time	80	25 feet

City of Manchester New Hampshire

In the year Two Thousand and Five

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BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

LICENSE REQUIREMENTS

ADMINISTRATION AND ENFORCEMENT

§ 94.40 NOISE VARIANCE BOARD.

It is recognized that in initiating community noise limits, any number of unanticipated situations may occur. Although the City is primarily concerned with protecting, preserving and promoting the health, safety, welfare and peace and quiet of the citizens of Manchester, the City realizes that there may be preexisting conditions that need an extended period of time to conform to the noise limits imposed by this ordinance. The City also recognizes that events or incidents can occur where there was every good faith expectation of complying with the noise limits imposed by this ordinance, but for some unforeseen circumstance, those events or incidents failed to comply.

This section hereby establishes a Noise Variance Board in which members shall approve or deny variances to this chapter, hereinafter referred to as a noise variance. The board shall consist of the Committee on Administration of the Board of Mayor and Aldermen.

§ 94.42 APPLICATION PROCEDURES.

Applications must be submitted to the Office of the City Clerk. General guidelines may be considered in the issuance of a noise variance. These guidelines are not all inclusive and other criteria may be established that is reasonable and prudent to protect the public or limit the anticipated detrimental impact of noise upon the community. The guidelines are as follows:

(A) Variances shall be granted prior to or in anticipation of an event.

(B) The City reserves the right to grant a variance after the fact if it is deemed by the Noise Variance Board to be in the public good, if the Board believes that an honest, fair and reasonable attempt was made to comply with the noise limits imposed by this ordinance, or the failure to comply was due to some unforeseen circumstance.

(C) A variance for the continuation of a non-complying activity may be granted after a reasonable attempt was made to comply and may contain such stipulations as the Board may deem necessary to protect the public that may include, but is not limited to:

1. Regulation of times;
2. The erection of noise barriers, shielding or other noise abatement; and
3. A demonstration of compliance progress.

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BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

(D) The applicant bears the burden of presenting evidence sufficient to allow the Noise Variance Board to reach conclusions and make findings to support the authorization of a variance.

(E) The Board may require a public hearing on a certain matter to permit abutting landowners to present written or oral testimony for consideration of granting or denying a variance.

(F) The Board may request review and recommendations from various City departments including the Building Commissioner, Public Health Director, Director of Planning, Chief of Police, City Clerk or their designees. Testimony of department representatives may be requested at a variance hearing.

(G) Final decisions shall be made available within seventy-two (72) hours after a vote on an application. A written decision will be mailed to the applicant with copies made available to the departments of Health, Police and City Clerk.

(H) In granting a variance, the Board may impose such conditions or stipulations as it deems necessary and proper in order to preserve the intent of this chapter.

(I) All decisions by the Noise Variance Board are final and may not be appealed to any other municipal board, committee or commission.

(J) As community noise is a public health concern, noise variances shall only be granted for a reasonable period of time, not more than two (2) years.

(K) The renewal of a variance after two (2) years requires the consent of the Board of Mayor and Aldermen.

(L) Variances shall not be granted for continued or sustained violations that may be physically injurious to one or more persons as determined by the Public Health Director.

(M) Once an application has been denied by the Noise Variance Board, the same application may only be considered if the Board finds that the application is materially different in nature and degree from the prior application.

B

City of Manchester New Hampshire

In the year Two Thousand and Five

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BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

§ 94.43 PROHIBITED CONDUCT.

The following conduct is prohibited:

(A) Provide any false or inaccurate information to any City board, committee, commission or any employee of the City of Manchester, in an attempt to deceive or otherwise avoid compliance with this ordinance.

(B) Hinder, obstruct, delay, resist, interfere, or attempt to interfere with any authorized person while in the performance of their duties under this ordinance.

(C) Emit or cause to be emitted any noise which leaves the premises on which it originates, crosses a property line, and enters onto any other premises in excess of the sound pressure levels during the time periods as specified in Table A, without a variance.

(D) Emit or cause to be emitted any noise within the public premises in excess of the limits defined in Table A without a variance.

(E) Reserved

(F) Operate any construction equipment or conduct any construction activities between the hours of 9:00 p.m. and 7:00 a.m. that exceed the noise limits of Table A. The City may grant variances from the construction restrictions if it can be demonstrated that a construction project will interfere with traffic if completed during daytime hours.

(G) Operate any trash compacting mechanism on any motor vehicle, or engage in any trash, rubbish or garbage collection activity between the hours of 10:00 p.m. and 7:00 a.m., when such activity takes place on any premises adjacent to a residential premises.

(H) Operate or permit the operation of any motor vehicle or combination of motor vehicles at any time or place when such operation exceeds the noise limits for the category of motor vehicle and for the designated time period as specified in Table B.

(I) Sound any horn or other audible signal device of an automobile, motorcycle, streetcar, or other vehicle unless it is necessary as a warning to prevent or avoid a traffic accident or reasonably inform or warn of a vehicle presence.

(J) Modify or change the exhaust muffler, air intake muffler or any other sound reducing device in such a manner that the noise emitted from the motor vehicle exceeds the sound pressure levels as established in Table B of § 94.20 except where permitted by state law.

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In the year Two Thousand and Five

AN ORDINANCE

"Amending the Code of Ordinances of the City of Manchester by repealing Chapter 94: Noise Regulations in its entirety and inserting a new Chapter 94: Noise Regulations."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

(K) The noise limits in Table A and Table B notwithstanding, no person shall:

- 1) Make, continue, or cause to be made or continued any loud, unnecessary or unusual noise or any noise which either annoys, disturbs, injures, or endangers the comfort, repose, health, peace, or safety of others, within the limits of the city.
- 2) Use, operate or permit to be played, used or operated of any radio, receiving set, musical instrument, phonograph, or other machine or device for the producing or reproducing of sound in such manner as to disturb the peace, quiet and comfort of the inhabitants of a neighboring premises. The operation of any such set, instrument, phonograph, machine or device by a commercial establishment between the hours of 11:00 p.m. and 7:00 a.m. in such a manner as to be plainly audible at a distance of 50 feet from the lot line, structure or vehicle in which it is located shall be prima facie evidence of a violation of this section.
- 3) Use, operate, or permit to be played, used, or operated, any radio receiving set, musical instrument, phonograph, loudspeaker, sound amplifier, or other machine or device for the producing or reproducing of sound which is cast upon the public streets for the purpose of commercial advertising or attracting the attention of the public to any building or structure in such a manner that the occupants of a neighboring premises disturbed or annoyed.
- 4) Yell, shout, hoot, whistle, or sing on the public streets, particularly between the hours of 11:00 p.m. and 7:00 a.m. or any time or place so as to annoy or disturb the quiet, comfort, or repose of persons in neighboring premises.
- 5) Keeping of any animal or bird which by causing frequent or long continued noise shall disturb the comfort or repose of any person in a neighboring premises.
- 6) Use any automobile, motorcycle, or vehicle so out of repair, so loaded or in such manner as to create loud and unnecessary grating, grinding, rattling or other noise.
- 7) Transport rails, pillars, or columns of iron, steel or other material, over and along streets and other public places upon carts, drays, cars, trucks, or in any other manner so loaded as to cause loud noises or as to disturb the peace and quiet of such streets or other public places.

City of Manchester New Hampshire

In the year Two Thousand and Five

AN ORDINANCE

"Amending the Code of Ordinances of the City of Manchester by repealing Chapter 94: Noise Regulations in its entirety and inserting a new Chapter 94: Noise Regulations."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

§ 94.44 PENALTIES.

(A) Each act of violation of § 94.43 Prohibited Conduct and every day upon which any such violation shall occur in one (1) calendar year shall constitute a separate offense and follow the penalty schedule below:

(1) *FIRST OFFENSE:*

The offender shall be informed of the noise ordinance and corrective measures to achieve compliance. This shall constitute an official warning and should be accomplished in writing if possible.

(2) *SECOND OFFENSE:*

A citation shall be issued to the offender in the amount of two hundred and fifty dollars (\$250.00).

(3) *THIRD OFFENSE:*

A citation shall be issued to the offender in the amount of five hundred dollars (\$500.00).

(4) *FOURTH AND SUBSEQUENT OFFENSES:*

A citation shall be issued to the offender in the amount of one thousand dollars (\$1000.00).

(B) If the court finds for the City, the City shall recover its costs of suit including reasonable expert fees, attorney fees and necessary investigate costs.

This ordinance shall take effect upon its passage.

C

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Administration/Information Systems respectfully advises, after due and careful consideration, that it has accepted a report from Manchester Communication Access Media, Inc. (MCAM) indicating they are operational and fully functioning at their current location and submitting a list of expenditures, and is forwarding same to the Board for informational purposes.

(Aldermen O'Neil, Smith, Forest, DeVries voted yea; Alderman Lopez was absent.)

Respectfully submitted,



Clerk of Committee



Manchester Community Access Media, Inc.

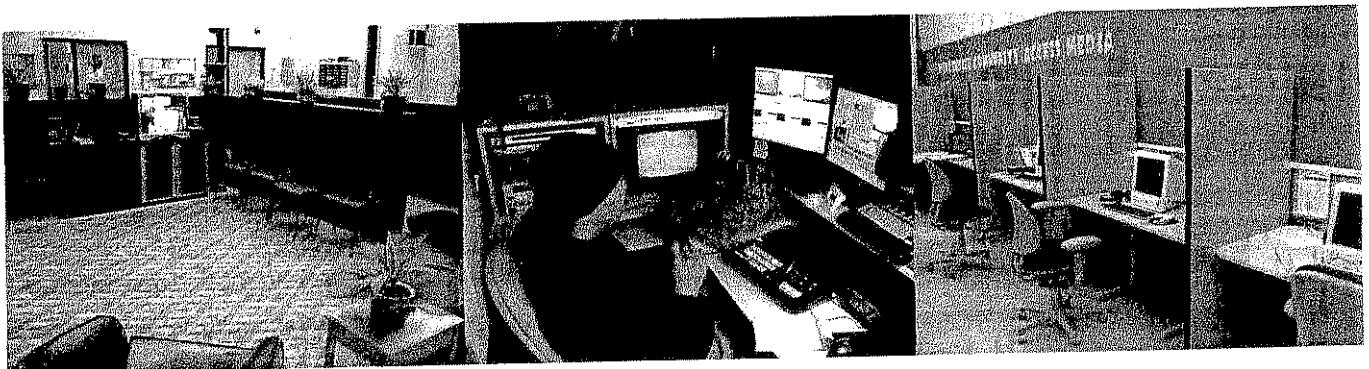
TV23 - Public Access Cable Television for Manchester, New Hampshire
540 N Commercial Street. Manchester, NH 03101
www.mcam.org P: 603-622-3023 F: 603-622-9323

1/23/06

To the Honorable Mayor and Board of Aldermen:

The Staff and Board of Manchester Community Access Media would like to update you on our status and progress as we enter 2006.

MCAM is operational and fully functioning! In a matter of a few months, a dozen private citizens have built a community media center. MCAM moved to our new facilities at 540 North Commercial Street on June 20, 2005. Construction and upgrades included the immediate creation of a Studio B, then the main Control Room, the waiting area, a dividable conference room, two enclosed editing rooms and a large computer workroom. The facility comfortably meets the needs of the Producers and is positioned for growth. MCAM upgraded the restrooms with ADA compliant fixtures, added a lighting grid in Studio A, and upgraded the cold-air conditioning and electrical capabilities of the facility including the addition of two new power transformers and much, much more. We received over 800 hours of volunteer help with cleaning, painting, building, and finish work.

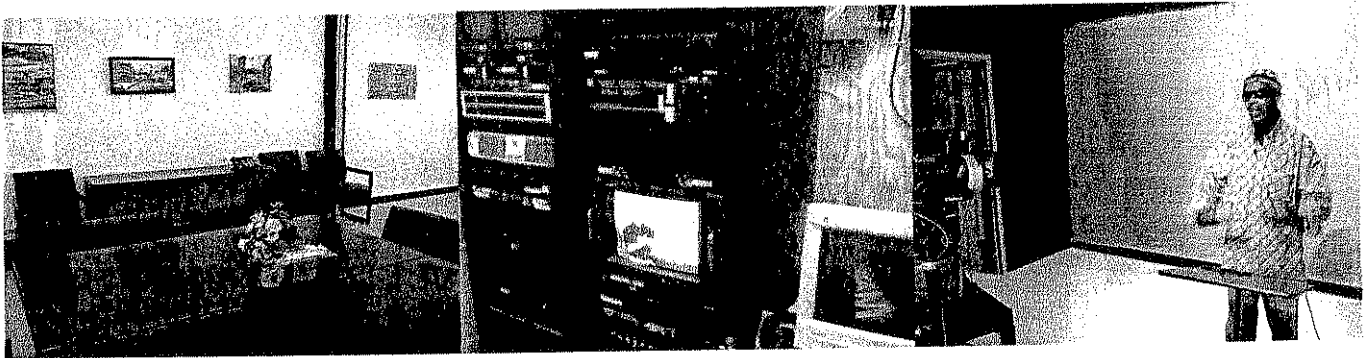


- MCAM is operated by three staff; we are open to the public about 60 hours per week, more than **twice as much** as what was available at the MST location.
- MCAM has seen a **98.5%** return rate from the original Producers from MCTV.
- Nearly **50** New members signed up for our very **first** orientation class.
- Since opening in mid-July Producers have taped or submitted over **650** new programs.
- MCAM tapes an average of **30** shows—with another **10-15** show delivered by Producers—each week.
- The *mcam.org* website averages about **4,500** hits each month.
- MCAM has inaugurated a **first-in-the-nation**, for PEG access—or maybe TV in general—website utility that allows people worldwide to download the shows created by any of our citizen Producers - We are developing new

interactive community forums and creating weekly programs that highlight city organizations and services from the library to the MTA.

- Studio A will be operative in the spring. Studio A will allow for live and interactive community programming, multiple sets, music, theater, town hall-type gatherings, televised meetings or city organizations, and increased diversity and ease of use for all.

Without question, within a few months, we have created the foundation for a community media center that will not only fulfill our federally mandated mission as a **free-speech venue**—our content is created by hundreds of private citizens; but also serve the city and inspire and foster a pride and interest in our great community of Manchester.



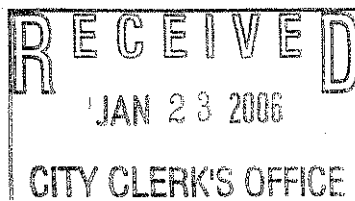
MCAM received their funding from the previous four quarters based on the 1% cable franchise payment to the city in October 2005 in the amount of \$231,770

Our next payment is in October of 2006; Comcast's first installment on that upcoming payment has been made (3rd Quarter 2005), it's important to note that the amount of the most recent franchise payment is about \$6,000 **less** than the previous quarter...the payment went **down**. Trends have shown the increase in cable rates often encourages customers to switch to satellite TV or downgrade their cable tier packages, these further cause the franchise payments to the city to go lower.

Last month we turned in our '05 Annual Report to the office of the City Clerk, you are invited to review that document, however there is nothing better than a visit to the studios to show you the work we have completed and see MCAM in action!

Sincerely,

Joseph Lahr
Station Manager /
Exec. Director, MCAM Inc





Manchester Community Access Media, Inc.

TV23 - Public Access Cable Television for Manchester, New Hampshire

540 N Commercial Street, Manchester, NH 03101

www.mcam.org P: 603-622-3023 F: 603-622-9323

The following is the Report has been delivered to the office of the City Clerk detailing the construction costs that we have incurred to date in building this facility. We invite you to review the document, however there is nothing better then a personal visit to the studios to see first hand the work that has been completed to date and to see MCAM and Public Access TV 23 in action!

MCAM receives its funding based on the previous 4 quarters earnings of Comcast ending June 30 each year. These funds are based on a 5% franchise fee that Comcast charges its cable television subscribers. This 5% fee is paid directly to the city of Manchester which in-turn funds Public Access Television (MCAM) by transferring 1% of the 5% to MCAM to administer and operate Public Access TV 23. As I am sure you are aware this means that if Comcast does well the City of Manchester and MCAM both receive the benefit of increased revenue with the City receiving the lions share, as it should be. This also works to the reverse should Comcast post a decrease in revenue as was the case for the 3rd quarter of this year ending September 30 2205. In effect Comcast posted earnings, which were \$6,000.00 less than the previous quarter. The agreement that was crafted with MCAM protects the city and taxpayers from having to dip deeper into their pockets in the event that Comcast has an off year and posts lower earnings by funding Public Access TV 23 (MCAM) at the level of the Franchise fee.

Manchester Community Access Media, Inc.

Construction - Leasehold Improvements Vendor Summary

All Transactions	Accrual Basis Jan 22, 06
Allsafe & Lock	-832.00
Anthony Williams	-1,000.00
Bryan Currier Home Improvements	-50,638.53
Dean's Carpet	-2,104.43
Dividers Plus	-2,685.00
Empire Sheet Metal	-1,500.00
Home Depot	-2,827.08
JCM Management	-176.00
Lang Door and Hardware	-9,355.00
Levasseur Electric	-185.00
Sherwin Williams	-71.98
Standard Electric	-22,097.73
Vernie Riggins	-1,050.00
TOTAL	-94,522.75

Manchester Community Access Media, Inc.
Statement of Financial Position

As of October 31, 2005

Accrual
Basis
Oct 31, 05

ASSETS

Current Assets

Checking/Savings

100.00 · Cash in Bank	
101.01 · Southern NH Bank - CKG	29,941.79
101.20 · Southern NH Bank - PR Account	13,301.44
101.30 · Southern NH Bank - MM	3,325.29
101.40 · Petty Cash on Hand	85.75
Total 100.00 · Cash in Bank	<u>46,654.27</u>

101.60 · Restricted Funds

101.61 · Bank of America CKG-R	2,016.82
101.62 · Bank of America MM-R	5,128.60
101.63 · Bank of America CD-R	<u>100,990.59</u>
Total 101.60 · Restricted Funds	<u>108,136.01</u>

Total Checking/Savings 154,790.28

Other Current Assets

103.00 · Refundable Deposits	
103.01 · Rent	5,060.00
Total 103.00 · Refundable Deposits	<u>5,060.00</u>

140.00 · Prepaid Expenses

141.01 · Prepaid Insurance	2,531.28
Total 140.00 · Prepaid Expenses	<u>2,531.28</u>

Total Other Current Assets 7,591.28

Total Current Assets 162,381.56


Fixed Assets

160.00 · Fixed Assets	
163.00 · Leasehold Improvements	13,184.44
164.00 · Furniture & Fixtures	
164.10 · Accum Depr-Furn & Fix	-616.94
164.00 · Furniture & Fixtures - Other	<u>13,859.05</u>
Total 164.00 · Furniture & Fixtures	<u>13,242.11</u>

165.00 · Office Equipment

165.10 · Accum Depr-Office Equip	-1,113.45
165.00 · Office Equipment - Other	<u>15,530.55</u>
Total 165.00 · Office Equipment	<u>14,417.10</u>

166.00 · Machinery



166.10 · Accum Depr-Machinery	-11.59
166.00 · Machinery - Other	608.62
Total 166.00 · Machinery	<u>597.03</u>
172.00 · Video Equipment	
172.10 · Accum Depr-Video Equip	-5,793.97
172.00 · Video Equipment - Other	<u>108,437.33</u>
Total 172.00 · Video Equipment	<u>102,643.36</u>
Total 160.00 · Fixed Assets	<u>144,084.04</u>
Total Fixed Assets	144,084.04
Other Assets	
195.00 · Construction in Progress	
195.01 · General Contracting	53,018.02
195.02 · Electrical	22,273.73
195.04 · Fiber Optic Feed	<u>26,371.06</u>
Total 195.00 · Construction in Progress	<u>101,662.81</u>
Total Other Assets	<u>101,662.81</u>
TOTAL ASSETS	<u>408,128.41</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201.00 · Accounts Payable	<u>6,800.00</u>
Total Accounts Payable	<u>6,800.00</u>
Total Current Liabilities	<u>6,800.00</u>
Total Liabilities	6,800.00
Equity	
290.00 · Capital Surplus (Donated Equip)	23,745.00
298.00 · Retained Earnings	396,588.95
Net Income	<u>-19,005.54</u>
Total Equity	<u>401,328.41</u>
TOTAL LIABILITIES & EQUITY	<u>408,128.41</u>

1

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully advises, after due and careful consideration, that it has approved Ordinance:

“Amending Sections 33.024, 33.025 and 33.026 (Building and Facilities Maintenance Coordinator) of the Code of Ordinances of the City of Manchester.”

providing for the establishment of a new class specification, Building and Facilities Maintenance Coordinator, and is recommending same be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote)

Respectfully submitted,



Clerk of Committee



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101-4000
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



October 4, 2005

Alderman William Shea, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request for Reclassification

Dear Alderman Shea and Members of the Committee:

During the budget process in 2001, the Board of Aldermen authorized a new position, Custodian, to be assigned to the City Clerk's Office. The City Clerk had been given the overall responsibility of the City Hall complex to ensure that it was properly maintained and safe. The original purpose of this position was to ensure that the City Hall complex was clean for all of the hours the building was open to the public. A contract cleaning service did and continues to come into the buildings in the evening, but all too often, there was an immediate need for someone to clean the floors, empty trash, stock restrooms, etc. etc. during the day.

Over the past four years, the requirements of the Custodian position have escalated based upon the needs of the City. For example, the class specification describes the duties of a Custodian as sweeping floors, washing windows, cleaning bathrooms, stocking restrooms with supplies, emptying trash, performing snow removal etc. Due to the demands of the complex, the incumbent in the Custodian position has been required to do all of the above and in addition, he is called upon to perform general maintenance, repair work including painting rooms, fixing flooring, fixing toilets, carpentry repairs, assembling furniture, patching walls, repairing back splash and counter tops, unplugging toilets and drains, removing water from flooding, etc. etc. These additional duties are above and beyond the class specification for a Custodian. The position now requires an incumbent to have the skills and abilities to be a "jack of all trades".

Therefore, I am recommending that the Custodian position, salary grade eight (8), be reclassified to a new class specification to be called Building and Facilities Maintenance Coordinator, salary grade 13. The duties of the position support the points to be a salary grade thirteen. Additionally, looking at other class specifications in other departments such as Recreation Maintenance Worker I, Airport Maintenance Worker I, (salary grade 13) etc. etc. the level of responsibilities of this position are quite similar and therefore, the salary grade is appropriate and warranted.

4
Alderman William Shea

- 2 -

October 4, 2005

I am attaching a copy of the class specification for Custodian as well as the proposed class specification for Building and Facilities Maintenance Coordinator. The organizational structure will not change with this reclassification.

If you have any questions, I would be pleased to answer them.

Your favorable approval of this reclassification would be greatly appreciated.

Respectfully submitted,


Virginia A. Lamberton
Human Resources Director

Attachments

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City of Manchester New Hampshire

In the year Two Thousand and five

AN ORDINANCE

"Amending Sections 33.024, 33.025 & 33.026 (Building and Facilities Maintenance Coordinator) of the Code of Ordinance of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
s follows:

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:

Establish new classification, Building and Facilities Maintenance
Coordinator

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Establish, Building and Facilities Maintenance Coordinator
Grade 13, exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Establish new class specification, Class Code 1280, Building and
Facilities Maintenance Coordinator. (See attached).

This Ordinance shall take effect upon its passage and all Ordinances or parts of
Ordinances inconsistent therewith are hereby repealed.



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Custodian
Class Code Number	5000

General Statement of Duties

Maintains a municipal facilities and related grounds; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure a clean, orderly, safe and pleasant public environment. The work is performed under the direct supervision of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in municipal buildings involving the use of several cleaning agents and chemicals which must be handled with care.

Examples of Essential Work (illustrative only)

- Performs custodial duties on municipal facilities, including cleaning all rooms within a facility, sweeping floors, washing windows and ledges, cleaning bathrooms and all related components;
- Operates several pieces of machinery associated with building maintenance operations;
- Strips, waxes and buffs all tile floor;
- Ensures all necessary areas are properly sanitized, (kitchen areas, bathrooms etc.), according to set policy and procedures for health standards;
- Wet mops restrooms, showers and tile floors;

- Stocks all restrooms with needed supplies;
- Inventories and properly stores cleaning items and equipment;
- Informs supervisor of any supply needs;
- Identifies facility repair needs and informs supervisor;
- Monitors facilities on a regular basis and performs duties related to maintaining a clean environment, including picking up litter, cleaning up spills and all other spontaneous needs of a facility used by large numbers of people;
- Empties all trash;
- Performs general maintenance of building facilities, including replacing ceiling, baseboard tiles, light bulbs, windows and related building features;
- Monitors elevators, escalators and related pieces of equipment to ensure that all are functioning in a safe manner;
- Performs snow removal;
- Mows grass and trims shrubs around municipal buildings;
- Sets up rooms for special events;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Substantial knowledge of facilities maintenance operations and procedures;
- Substantial knowledge of all equipment and supplies related to facilities maintenance, including chemicals used for cleaning;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School; and
- Some experience in custodial operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Valid New Hampshire driver's license.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform janitorial duties;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to use a range of arm movements necessary to complete cleaning duties;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the municipal buildings.

Approved by: _____

Date: _____

DRAFT



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Building and Facilities Maintenance Coordinator
Class Code Number	5001-13

General Statement of Duties

Performs general maintenance and repair work on City Hall Complex and grounds, including maintaining operating condition of machinery and equipment; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to maintain a safe, clean environment for employees and the public. The work is performed under the supervision and direction of the City Clerk but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors, elected officials and the public. The principal duties of this class are performed in an indoor and outdoor work environment with potential hazards.

Examples of Essential Work (illustrative only)

- Completes general maintenance and repair assignments around the City Hall Complex, including painting, repairing sheetrock, chalking, unclogging sinks and toilets, etc.
- Plants, waters, fertilizes, cultivates, and rakes;
- Collects litter and debris around the complex, including cleaning and disinfecting interior & exterior areas soiled by patrons;
- Applies pesticides to outdoor plants;
- Uses hand tools, including shovels, electric drills and rakes;
- Performs repairs to windows, doors, plumbing and other fixtures;

- Operates power equipment, including skill saws, chain saws, drills, snowblower, wet vac, carpet cleaner, vacuum, etc.;
- Inventories City Complex area and informs supervisor of any needed repairs and/or maintenance;
- Assists outside vendors, as necessary;
- Supervises temporary summer employees hired through the City Clerk's office for various maintenance and grounds keeping tasks;
- Monitors the work of the contract cleaning crew and speaks to vendor regarding problems, as needed;
- Performs set-up and tear down of election booths at 12 polling locations through the City;
- Cleans and weeds flower beds, mulches around flowers and waters as appropriate;
- Prunes related shrubbery as necessary;
- Sets up rooms for meetings and conferences;
- Monitors and maintains equipment in a safe operating condition and reports all damages to supervisor;
- Checks and maintains air, oil, fuel, spark plugs, mower blades, tires etc., on equipment;
- Cleans equipment and work area;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Acts as lead person on a crew, when assigned;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Thorough knowledge of building maintenance activities and procedures;
- Thorough knowledge of safety procedures involved in building maintenance activities;
- Substantial knowledge of the proper operating procedures for all equipment used;
- Some knowledge of Departmental objectives and purposes;
- Skill in the use shovels, rakes, leaf blowers, etc.;
- Skill in the use of snowblowers, chain saws, drills, snowblowers, etc;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;

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- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Considerable experience in building maintenance activities; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Valid New Hampshire Driver's License;
- On-call status, as needed.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor work in progress;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to work sites throughout the complex at heights on ladders and outside during extreme summer and winter conditions;
- Sufficient mobility and flexibility which allows the employee to stoop, kneel, crouch, stand, walk, push, pull, climb and grasp repetitively.

Approved by: _____ Date: _____

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To the Board of Mayor and Aldermen of the City of Manchester:

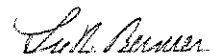
The Committee on Human Resources/Insurance respectfully advises, after due and careful consideration, that it has approved Ordinance:

“Amending Section 33.026 (Planning Director, Conservationist, Planner I, Planner II, Planner III and Planner IV) of the Code of Ordinances of the City of Manchester.”

providing for changes in class specifications, which do not change the title of a position and do not provide for any changes in salary grades of such positions and is forwarding same to the Board for adoption.

(Unanimous vote)

Respectfully submitted,



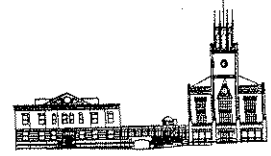
Clerk of Committee



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101-4000
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



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January 6, 2006

Alderman Theodore L. Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Proposed Updates for Class Specifications

Dear Alderman Gatsas and Members of the Committee:

It has been approximately seven years since most of the class specifications have been reviewed and updated to ensure that they are consistent with the duties and responsibilities that are assigned to positions. Therefore, I have begun to work with departments to review their class specifications and make recommendations for language changes to keep them up to date.

The first department that I will present to you is the Planning and Community Development. Director MacKenzie and his staff have reviewed the class specifications that are just assigned to that department and make recommendations for the following changes. The class specifications are:

Planning Director
Conservationist
Planner I, II, III and IV

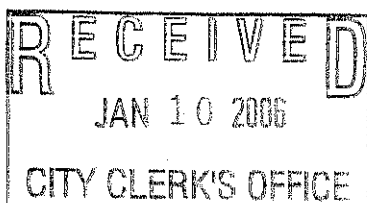
The words that are underlined are to be deleted. The words that are in bold black are the proposed additions/changes.

I respectfully request that you approve the modifications to the class specifications at this point and time. There are no requests to change class titles or salary grades.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

Cc: Robert MacKenzie, Director



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City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

“Amending Section 33.026 (Planning Director, Conservationist, Planner I, Planner II, Planner III and Planner IV) of the Code of Ordinances of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

- Change class specification, Planning Director, Class Code 1370-29 (see attached).
- Change class specification, Conservationist, Class Code 4215-13 (see attached).
- Change class specification, Planner I, Class Code 1330-18 (see attached).
- Change class specification, Planner II, Class Code 1340-19 (see attached).
- Change class specification, Planner III, Class Code 1350-21 (see attached).
- Change class specification, Planner IV, Class Code 1360-23 (see attached).

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.



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City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Planning Director
Class Code Number	1370-29

General Statement of Duties

Plans, organizes and directs the operations and activities of the Planning Department and **Community Development Department**; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide administrative oversight to all operations and activities of the Planning Department. The work is performed under the supervision and direction of the Planning Board and Board of Mayor and Alderman but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all employees within the Planning Department and **Community Development Department**. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, the Planning Board, the Board of Mayor and Alderman, business and community groups, outside auditors, State and Federal officials, representatives of the media and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (illustrative only)

- Plans, organizes, directs and evaluates the work of Departmental Managers in implementing the expressed goals, policies and directives of the Planning Department and **Community Development Department**;

- Develops policies and procedures designed to increase the efficiency and effectiveness of Departmental operations and address all related planning and development processes within the City of Manchester;
- Develops and administers the Departmental budget;
- Confers with Department management team to track implementation of policies and receive specific recommendations and suggestions on Division or Departmental operations;
- Provides status reports to the Planning Board and the Board of Mayor and Alderman on Departmental operations, any major shift in policies or procedures and recommendations for future development;
- Coordinates the regulatory processes between private development interests and the City's Land Use Boards;
- Coordinates the preparation, planning, adoption and implementation of the Community Improvement Program with the Board of Mayor and Alderman and participating City Department Heads;
- Performs professional planning duties in long-range planning activities, including the preparation of comprehensive plans;
- **Works with other community leaders, businesses and organizations to promote sound planning and development goals;**
- Coordinates State and Federal grant applications, monitoring and reporting;
- Promotes an environment within the Planning Department conducive to consensus building and conflict resolution in and among participants in community development projects;
- Participates in various aspects of personnel administration within the Department, including hiring, termination, grievance procedures and coordination of employee training;
- Serves as the chief spokesperson for the Planning Department;
- Performs special projects for the Planning Board and the Board of Mayor and Alderman as requested;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

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14**Required Knowledge, Skills and Abilities
(at time of appointment)**

- Comprehensive knowledge of the theory, principles and practices of community development, land planning and urban redevelopment;
- Comprehensive knowledge of the demographics of the City of Manchester and surrounding region;
- Comprehensive knowledge of available real estate, transportation, education, health, public safety, public utility and social services resources in the City and surrounding region;
- Comprehensive knowledge of current principles and practices of public administration;
- Comprehensive knowledge of budgetary principles within a municipality;
- Comprehensive knowledge of relevant City ordinances and regulations;
- Comprehensive knowledge of City planning and zoning activities and relevant ordinances and regulations;
- Comprehensive knowledge of budgetary principles within a municipality;
- Ability to perform and oversee complex financial auditing and reporting procedures within a municipality;
- Ability to provide administrative direction within a municipal Department;
- Ability to supervise, train, evaluate and lead the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in Urban Planning, Public Administration or a closely related field; and
- Extensive experience in planning operations within a municipality.; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

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Required Special Qualifications

- American Institute of Certified Planners preferred.
- Possession of a New Hampshire Drivers license or access to transportation.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the City and out of the area.

Approved by: _____ Date: _____



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City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Conservationist
Class Code Number	4215-13

General Statement of Duties

Plans, coordinates and organizes the City's Urban Pond Restoration Program; performs directly related work as required.

Develops, plans, coordinates and organizes projects related to Natural Resource Protection;

Distinguishing Features of the Class

The principal function of an employee in this class is to coordinate and develop programs to restore the quality and health of Manchester Urban Ponds. The work is performed under the supervision and direction of the Conservation Commission and the Chief Sanitary Engineer, but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, the Conservation Commissioners, State and Federal officials, business and community groups, local environmental education specialists and the public. The principal duties of this class are performed in both a general office environment and at various field sites throughout the City.

The principle function of an employee in this class is to coordinate and develop programs to maintain, enhance, or restore the quality and health of environmentally important features of the City (ie. urban pond water quality, biodiversity, unique features, etc.). The work is performed under the supervision of the Community Improvements Program Manager and the Planning Director, but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain working relationships with the Conservation Commission, other City employees, State and Federal officials, business and community groups, local environmental education specialists and the public. The principle duties of this class are performed in both a general office environment and at various field sites throughout the City.

Examples of Essential Work
(illustrative only)

- Works with the Conservation Commission and Planning Department to identify effective projects for recommendation to the SEPP Executive Committee;
- Implements and maintains a database of information about the ponds so that all agencies involved can have access to the data;
- Maintains databases of information about water bodies and other environmental features in the City as appropriate;
- Acts as a contact for coordination of volunteer groups, matching groups with pond environmental projects;
- Collects and assesses water quality data of ponds to determine solutions for any existing problems; and other environmental data as appropriate;
- Organize community meetings to answer questions, discuss local interests, and obtain feedback on specific problems ; obtains feedback and discuss local interests as needed;
- Contacts and solicits companies for volunteer services and supplies;
- Prepares semi-annual periodic reports for submission to the Manchester Environmental Protection Department on completed projects; on projects and initiatives as required;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Substantial knowledge of water quality monitoring techniques;
- Substantial knowledge of fundamental freshwater **and terrestrial** ecology principles;
- Substantial knowledge of watershed assessment and planning techniques;
- Some knowledge **Familiarity with** of quality assurance and quality control principles;
- Some knowledge of **Familiarity with** data reporting formats;
- **Familiarity with wildlife and habitat management principles;**
- **Familiarity with conservation planning principles;**
- **Familiarity with GIS applications;**
- Ability to provide administrative direction within a municipal Department;
- Ability to organize, train, evaluate and lead the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;

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- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Environmental Studies, Water Resources Management, or related; and
- Some experience in water quality restoration; or **natural resource management; or**
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- New Hampshire Driver's License;

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, that permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, that permits the employee to review a wide variety of written material in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, that permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, that permits the employee to access work sites throughout the City and out of the area.

Approved by: BMADate: Approved 1/18/00

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City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Planner I
Class Code Number	1330-18

General Statement of Duties

Performs professional planning duties in support of planning initiatives within the City of Manchester; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to apply professional standards to planning, administration, coordination, research and implementation of parks, neighborhood, business development, urban re-vitalization and related within the City of Manchester. The work is performed under the direction of an assigned supervisor but some leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of administrative support staff. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, State and federal officials, representatives of neighborhood organizations, business and community organizations and the public. The principal duties of this class are performed in a general office environment and at on site locations throughout the community in all types of weather conditions.

Examples of Essential Work (illustrative only)

- Performs professional planning duties of component parts of plans, policies and programs in support of the City's goals in alignment with private and public development in the City of Manchester;
- Gathers and analyzes data on land use, transportation, recreation, open space needs, development and related based on present and future conditions;

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- Coordinates and participates in the scheduling, completing and evaluating various construction and improvement activities and projects;
- Assists in the bid process for capital improvement projects;
- Assists in monitoring project accounts and funds;
- Assists in recommending improvements in facilities;
- Uses computerized modeling techniques, including forecasting, capacity analysis and related to determine impact of various plans on existing City conditions;
- Prepares recommendations for the review and consideration of City Boards and Commissions;
- Explains policies, procedures and regulations to the public, developers, business organizations, contractors, architects and related;
- Performs on-site inspections to determine conformance with improved plans;
- Checks zoning regulations applicable to a particular property and provides all related information to stakeholders;
- Catalogues and maintains official subdivision and site plan documents and other improvement plans for the department and public access;
- Establishes procedures for collecting, summarizing and storing programmatic data to improve program effectiveness using computers, source documents and related;
- Prepares reports for public review, internal use or review by outside organizations, including graphics, to describe projects and program goals or activities;
- Prepares and makes presentations before citizen groups, City commissions, hearing officers and/or the Board of Mayor and Alderman as requested;
- Determines the appropriateness and validity of data for use in various projects and makes recommendations for additional data collection as needed;
- Prepares reports to funding agencies on the status of grant-funded projects;
- Analyzes rules, laws and regulations of other agencies to determine their impact on the City of Manchester;
- Coordinates the work of outside planning consultants;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Substantial knowledge of land use theory, urban design, economics, recreation planning, municipal finance operations, land use law, demographics, environmental design, resource development and ecology;

- Substantial knowledge of the methods used for citizen involvement in planning projects;
- Substantial knowledge of data gathering and research techniques;
- Substantial knowledge of the theory and methods for formulating land use policies and related;
- **Substantial knowledge of Arc GIS 8 or greater; (Parks Department only)**
- **Substantial knowledge in Auto Cadd 2000 or greater; (Parks Department only)**
- Substantial knowledge of the current principles and practices involved in urban planning research;
- **Some knowledge in preparation of grant applications for Federal, State, and private funding;**
- Some knowledge of practices and techniques of construction and design;
- Some knowledge in developing and maintaining public facilities;
- Some knowledge of requirements for public bidding and procurement process;
- Some knowledge of cartography;
- Some knowledge of, or the ability to quickly learn, the architectural, economic and cultural history of the City of Manchester;
- Ability to read and interpret architectural and engineering designs and specifications, including planimetric, topographic, geologic, hydrological, statistical maps, charts and graphs;
- Ability to performs basic designs;
- Ability to make public presentations on complex planning designs and municipal operations and represent the City in a professional capacity;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations on all facets of planning operations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to operate or quickly learn AutoCAD and Engineering software;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in Urban Planning, Architecture, Landscape Architecture, Public Administration or related; and
- Some experience related activities; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.
- **Two years of additional work experience in municipal planning operations plus a Bachelor's degree may be substituted for the Master's Degree.**

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14**Required Special Qualifications**

- Possession of a NH driver's license or access to transportation.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform on-site inspections and review plans, designs and drawings;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: BMA Date: March 7, 2000
Revised by: BMA Date: May 17, 2005

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City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Planner II
Class Code Number	1340-19

General Statement of Duties

Performs professional planning duties in support of planning initiatives within the City of Manchester; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to apply professional standards to planning, administration, coordination, research and implementation of neighborhood, business development, urban re-vitalization and related within the City of Manchester. The work is performed under the supervision and direction of the Planner IV and Planning Director but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of administrative support staff. This class is distinguished from the class of Planner I by the performance of planning duties with less oversight, including completing minor projects autonomously. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, State and federal officials, representatives of neighborhood organizations, business and community organizations and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work
(illustrative only)E
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- Performs professional planning duties in the development of plans, policies and programs in support of the City's goals in alignment with private development in the City of Manchester;
- Gathers and analyzes data on land use, transportation, development and related based on present and future conditions;
- Uses computerized modeling techniques, including forecasting, capacity analysis and related to determine impact of various plans on existing City conditions;
- Prepares recommendations for the review and consideration of the Planning Board **various boards and commissions**;
- Explains policies, procedures and regulations to the public, developers, business organizations, contractors, architects and related;
- Performs on-site inspections to determine conformance with improved plans;
- Checks zoning regulations applicable to a particular property and provides all related information to stakeholders;
- Catalogues and maintains official subdivision and site plan documents for public access;
- Establishes procedures for collecting, summarizing and storing programmatic data to improve program effectiveness using computers, source documents and related;
- Prepares reports for public review, internal use or review by outside organizations, including graphics, to describe projects and program goals or activities;
- Prepares and makes presentations before citizen groups, City commissions, hearing officers and/or the Board of Mayor and Alderman as requested;
- Determines the appropriateness and validity of data for use in various projects and makes recommendations for additional data collection as needed;
- Prepares reports to funding agencies on the status of grant-funded projects;
- Analyzes rules, laws and regulations of other agencies to determine their impact on the City of Manchester;
- Coordinates the work of outside planning consultants, including transportation planning;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities (at time of appointment)

- Substantial knowledge of land use theory, urban design, economics, municipal finance operations, land use law, demographics, environmental design, resource development and ecology;
- Substantial knowledge of the methods used for citizen involvement in planning projects;
- Substantial knowledge of data gathering and research techniques;
- Substantial knowledge of the theory and methods for formulating land use policies and related;
- Substantial knowledge of the current principles and practices involved in urban planning research;
- Some knowledge of cartography;
- **Substantial knowledge of computer mapping systems such as ARCMAP;**
- Some knowledge of, or the ability to quickly learn, the architectural, economic and cultural history of the City of Manchester;
- Ability to read and interpret architectural and engineering designs and specifications, including planimetric, topographic, geologic, hydrological, statistical maps, charts and graphs;
- Ability to performs basic designs;
- Ability to make public presentations on complex planning designs and municipal operations and represent the City in a professional capacity;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations on all facets of planning operations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in Urban Planning, Architecture, Public Administration or related; and
- Some experience in municipal planning operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

- Two years of additional work experience in municipal planning operations plus a bachelor's degree may be substituted for the Master's Degree

Required Special Qualifications

- Possession of a New Hampshire drivers license or access to transportation.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform on-site inspections and review plans, designs and drawings;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: _____ Date: _____

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City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Planner III
Class Code Number	1350-21

General Statement of Duties

Performs professional planning duties in support of planning initiatives within the City of Manchester; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to apply professional standards to planning, administration, coordination, research and implementation of neighborhood, business development, **Housing**, urban re-vitalization and related within the City of Manchester. The work is performed under the supervision and direction of the Planner IV and Planning Director but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of administrative support staff. This class is distinguished from the class of Planner II by the completion of more complex planning projects. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, State and federal officials, representatives of neighborhood organizations, business and community organizations and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (illustrative only)

- Performs professional planning duties in the development of plans, policies and programs in support of the City's goals in alignment with private development in the City of Manchester;

- Provides professional staff support for external committees, (historic preservation, neighborhood organizations, business enterprise zone areas etc.);
- Gathers and analyzes data on land use, transportation, development, **housing** and related based on present and future conditions;
- Uses computerized modeling techniques, including forecasting, capacity analysis and related to determine impact of various plans on existing City conditions;
- Prepares recommendations for the review and consideration of the Planning Board;
- Completes programming of funding for capital and other community development projects;
- Interprets and applies federal and state regulations;
- Monitors and performs financial tracking of projects to ensure compliance with regulations and goals;
- Performs reporting to Federal agencies and coordination of planning and development activities between departments;
- Explains policies, procedures and regulations to the public, developers, business organizations, contractors, architects and related;
- Performs on-site inspections to determine conformance with improved plans;
- Checks zoning regulations applicable to a particular property and provides all related information to stakeholders;
- Catalogues and maintains official subdivision and site plan documents for public access;
- Establishes procedures for collecting, summarizing and storing programmatic data to improve program effectiveness using computers, source documents and related;
- Prepares reports for public review, internal use or review by outside organizations, including graphics, to describe projects and program goals or activities;
- Prepares and makes presentations before citizen groups, City commissions, hearing officers and/or the Board of Mayor and Alderman as requested;
- Determines the appropriateness and validity of data for use in various projects and makes recommendations for additional data collection as needed;
- Prepares reports to funding agencies on the status of grant-funded projects;
- Analyzes rules, laws and regulations of other agencies to determine their impact on the City of Manchester;
- Coordinates the work of outside planning consultants, including transportation planning;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

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Required Knowledge, Skills and Abilities (at time of appointment)

- Thorough knowledge of land use theory, urban design, economics, municipal finance operations, land use law, demographics, **housing** environmental design, resource development and ecology;
- Thorough knowledge of the methods used for citizen involvement in planning projects;
- Thorough knowledge of data gathering and research techniques;
- Thorough knowledge of the theory and methods for formulating land use policies and related;
- Thorough knowledge of the current principles and practices involved in urban planning research;
- Substantial knowledge of cartography;
- Substantial knowledge of, or the ability to quickly learn, the architectural, economic and cultural history of the City of Manchester;
- Ability to read and interpret architectural and engineering designs and specifications, including planimetric, topographic, geologic, hydrological, statistical maps, charts and graphs;
- Ability to performs basic designs;
- Ability to make public presentations on complex planning designs and municipal operations and represent the City in a professional capacity;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations on all facets of planning operations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in Urban Planning, Architecture, Public Administration or related; and
- Considerable experience in municipal planning operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

- Two years of additional experience in municipal planning operations along with a Bachelor's may be substituted for the Master's degree.

Required Special Qualifications

- Possession of a New Hampshire Drivers license or access to transportation.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform on-site inspections and review plans, designs and drawings;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: _____ Date: _____

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City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Planner IV
Class Code Number	1360-23

General Statement of Duties

Performs professional planning duties in support of planning initiatives within the City of Manchester; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to apply professional standards to planning, administration, coordination, research and implementation of neighborhood, business development, urban re-vitalization and related within the City of Manchester. The work is performed under the supervision and direction of the Planning Director but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of Planner I, II and III and administrative support staff. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, State and federal officials, representatives of neighborhood organizations, business and community organizations and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (illustrative only)

- Performs professional planning duties in the development of plans, policies and programs in support of the City's goals in alignment with private development in the City of Manchester;

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- Supervises, trains, evaluates and coordinates the work of professional planning staff, assigns and reviews plans and coordinates the involvement of several staff members on large planning projects;
- Performs professional planning in the development/revision of the City's Comprehensive Plan;
- Provides staff support to the Planning and Zoning Commission Board and CIP Committee;
- Provides professional staff support for external committees, (historic preservation, neighborhood organizations, business enterprise zone areas etc.);
- Gathers and analyzes data on land use, transportation, development and related based on present and future conditions;
- Uses computerized modeling techniques, including forecasting, capacity analysis and related to determine impact of various plans on existing City conditions;
- Prepares recommendations for the review and consideration of the Planning Board;
- Explains policies, procedures and regulations to the public, developers, business organizations, contractors , architects and related;
- Performs on-site inspections to determine conformance with improved plans;
- Checks zoning regulations applicable to a particular property and provides all related information to stakeholders;
- Catalogues and maintains official subdivision and site plan documents for public access;
- Establishes procedures for collecting, summarizing and storing programmatic data to improve program effectiveness using computers, source documents and related;
- Prepares reports for public review, internal use or review by outside organizations, including graphics, to describe projects and program goals or activities;
- Prepares and makes presentations before citizen groups, City commissions, hearing officers and/or the Board of Mayor and Alderman as requested;
- Determines the appropriateness and validity of data for use in various projects and makes recommendations for additional data collection as needed;
- Prepares reports to funding agencies on the status of grant-funded projects;
- Analyzes rules, laws and regulations of other agencies to determine their impact on the City of Manchester;
- Coordinates the work of outside planning consultants, including transportation planning;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Comprehensive knowledge of land use theory, urban design, economics, municipal finance operations, land use law, demographics, environmental design, resource development and ecology;
- Comprehensive knowledge of the methods used for citizen involvement in planning projects;
- Comprehensive knowledge of data gathering and research techniques;
- Comprehensive knowledge of the theory and methods for formulating land use policies and related;
- Comprehensive knowledge of the current principles and practices involved in urban planning research;
- Thorough knowledge of cartography;
- **Comprehensive knowledge of capital improvement programming;**
- Thorough knowledge of, or the ability to quickly learn, the architectural, economic and cultural history of the City of Manchester;
- Ability to read and interpret architectural and engineering designs and specifications, including planimetric, topographic, geologic, hydrological, statistical maps, charts and graphs;
- Ability to performs basic designs;
- Ability to make public presentations on complex planning designs and municipal operations and represent the City in a professional capacity;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to supervise, train, evaluate and coordinate the work of others;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations on all facets of planning operations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

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- Graduation from an accredited college or university with a Master's Degree in Urban Planning, Architecture, Public Administration or related; and
- Extensive experience in municipal planning operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- **Possession of a New Hampshire drivers license or access to transportation.**

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform on-site inspections and review plans, designs and drawings;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

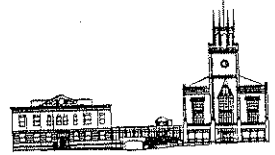
Approved by: _____ Date: _____

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CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101-4000
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



February 2, 2006

Alderman William Shea
460 Vinton Street
Manchester, New Hampshire 03103

Re: HRIC Agenda, Items #5 & 6

Dear Alderman Shea:

You left a message for me inquiring as to what if any, would be the fiscal note for Items 5 and 6 on the Human Resource and Insurance Committee agenda.

As you will note on my cover letters for these items, we are just updating the class specifications to keep them contemporary and meaningful. There are no requests for reclassifications in either of the packages.

I will be submitting additional class specifications from the remaining departments in the upcoming months. The purpose to those is the same as the two items before the Committee now. However, if during the updating process it appears that the duties are not consistent with the basic purpose to the class specification or consistent with the salary grade that is assigned to a position, we will request that the incumbent(s) complete position questionnaires to verify the duties and determine whether or not the position is properly classified.

At this point, there is no fiscal impact to the two items that are before you. I hope this answers your questions. If not, please let me know and I will be happy to respond further.

Sincerely,

Virginia A. Lamberton
Human Resources Director

Cc: HRIC
Tom Bowen, Director
Robert MacKenzie, Director

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To the Board of Mayor and Aldermen of the City of Manchester:


The Committee on Human Resources/Insurance respectfully advises, after due and careful consideration, that it has approved Ordinance:

“Amending Section 33.026 of the Code of Ordinances of the City of Manchester providing for updates to Class Specifications for several Water Works positions.”

providing for changes in class specifications, which do not change the title of a position and do not provide for any changes in salary grades of such positions and is forwarding same to the Board for adoption.

(Unanimous vote)

Respectfully submitted,



Clerk of Committee

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City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

“Amending Section 33.026 of the Code of Ordinances of the City of Manchester providing for updates to Class Specifications for several Water Works positions.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Change class specification, Meter Reader I, Class Code 4150-11
(see attached).

Change class specification, Meter Reader II, Class Code 4160-12
(see attached).

Change class specification, WTP Chief Operator, Class Code 4240-19
(see attached).

Change class specification, Water Works Emergency Technician, Class Code 4260-16
(see attached).

Change class specification, Watershed Forester, Class Code 4310-21
(see attached).

Change class specification, Distribution Operations Superintendent, Class Code 4315-21
(see attached).

Change class specification, Water Supply Administrator, Class Code 4320-23
(see attached).

Change class specification, Water Financial Administrator, Class Code 4330-23
(see attached).

Change class specification, Assistant Water Works Director, Class Code 4340-25
(see attached).

Change class specification, Water Works Director, Class Code 4350-28
(see attached).

Change class specification, Equipment Maintenance Superintendent I, Class Code 5570
(see attached).

Change class specification, Utility Inspector II, Class Code 5650-19
(see attached).

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.



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City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Meter Reader I
Class Code Number	4150-11

General Statement of Duties

Reads meters of Manchester Waterworks customers; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure all data pertinent to water service is collected. The work is performed under the supervision and direction of the Meter Operations Supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees and the public. The principal duties of this class are performed in an outdoor work environment, involving the use of vehicles and walking to cover up to ten miles of roadways per day.

Examples of Essential Work (illustrative only)

- Reads meters electronically on assigned route to collect water consumption information used in customer billing operations;
- Walks, drives or rides assigned route, as expedient, to read water meters on the inside or outside of homes and businesses;
- Explains Water Department policies and procedures to home and business owners as requested;
- Notifies appropriate Waterworks personnel of any damages/broken meters;

- Cleans and services meters in the repair shop as needed;
- Participate in the setting of heavy meters with Water Meter Repair Technicians;
- Takes shortest and safest routes possible in transportation operations, obeying all traffic laws and monitoring other traffic;
- Practices defensive driving techniques;
- Collects monies for delinquent accounts and terminates service as required;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- **Performs snow removal around hydrants;**
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Thorough knowledge of (or the ability to quickly learn) the geographical layout of the City of Manchester and surrounding service area;
- Substantial knowledge of the functions of meter reading operations;
- Some knowledge of Water Department goals and policies;
- Ability to walk long distances (up to ten miles) and maintain assigned schedules in extreme weather conditions;
- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involved with Waterworks activities and policies;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

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- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Some experience in related operations, preferably with some customer service component; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Valid New Hampshire Driver's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor activities in assigned area;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to drive a vehicle, operate a hand held meter reading machine and use related equipment;
- Sufficient strength to lift objects weighing 50 pounds on occasion; and objects weighing 25 pounds frequently;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to walk long distances and operate a vehicle and have access to all areas of the City and surrounding service area.

Approved by: _____ Date: _____

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City of Manchester, New Hampshire

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Class Title	Meter Reader II
Class Code Number	4160-12

General Statement of Duties

Reads meters of Manchester Waterworks customers; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure all data pertinent to water service is collected. The work is performed under the supervision and direction of the Meter Operations Supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Meter Reader I by the additional responsibility of dealing with high water usages and resolving customer oriented issues. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees and the public. The principal duties of this class are performed in an outdoor work environment, involving the use of vehicles, bicycles and walking to cover up to ten miles of City roadways per day.

Examples of Essential Work (illustrative only)

- Reads meters in cases of high water usages;
- Investigates customer complaints/problems and takes steps within Water Department policies to resolve all such situations;
- Tests back flow valves;

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- Reads meters electronically on assigned route to collect water flow information used in customer billing operations;
- Walks, drives or rides assigned route, as expedient, to access water meters on the inside or outside of homes;
- Explains Water Department policies and procedures to home and business owners as requested;
- Notifies appropriate Waterworks personnel of any damages/broken meters;
- Cleans and services meters in the repair shop as needed;
- Participate in the setting of heavy meters with Water Meter Repair Technicians;
- Takes shortest and safest routes possible in transportation operations, obeying all traffic laws and monitoring other traffic;
- Practices defensive driving techniques;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- **Performs snow removal around hydrants;**
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Thorough knowledge of (or the ability to quickly learn) the geographical layout of the City of Manchester;
- Thorough knowledge of the functions of meter reading operations;
- Thorough knowledge of Water Department goals and policies;
- Ability to walk long distances (up to ten miles) and maintain assigned schedules in extreme weather conditions;
- Ability to tests back flow valves;
- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involved with Waterworks activities and policies;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;

- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Considerable experience in related operations, preferably with some customer service component; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Valid New Hampshire Driver's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor activities in assigned area;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to drive a vehicle, operate a hand held meter reading machine and use related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to walk long distances, ride a bicycle, operate a vehicle and have access to all areas of the City.

Approved by: _____ Date: _____



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Class Title	WTP Chief Operator
Class Code Number	4240-19

General Statement of Duties

Oversees the operations of equipment, systems and related facility features at the Water Treatment Plant; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure the operable working condition of Treatment Plant systems to deliver safe drinking water. The work is performed under the supervision and direction of the Water Supply Administrator but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of WTP Operator Trainee, WTP Operator I and WTP Operator II. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees and the public. The principal duties of this class are performed in a Water Treatment Plant facility.

Examples of Essential Work (illustrative only)

- Supervises the operational and technical activities of the Water Treatment Plant;
- Organizes and supervises the activities of WTP Operators on assigned shifts;
- Organizes shift activities, prioritizes and delegates work and completes daily time records
- Develops duty rotations and schedule of duties of staff;

- Provides individual or group instruction to crew members on proper operation of equipment and other duties;
- Develops safe and standard operating procedures for plant operations activities;
- Handles processes of a more technical or difficult nature;
- Orders chemicals used in the operation of the Water Treatment Plant;
- Inspects plant and pumping stations to ensure hygienic and operational standards;
- Observes variations in operating conditions and makes equipment and process related adjustments;
- Monitors computer generated information relating to water issues and takes appropriate actions based on that information;
- Performs other duties of WTP Operators as necessary;
- Maintains thorough and accurate documentation of all operations activities;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Comprehensive knowledge of the techniques and operations of machinery, computer, electrical and mechanical systems involved in water treatment processes;
- Comprehensive knowledge of natural sciences and mathematics appropriate to assigned tasks;
- Comprehensive knowledge of automated process control systems and related software;
- Comprehensive knowledge of operation and maintenance of plant equipment;
- Comprehensive knowledge of safety procedures in working in confined space and around hazardous materials and hazardous areas;
- Thorough knowledge of Federal Clean Water Act guidelines and other Federal, State and local regulations which affect plant operations;
- Thorough knowledge of carbon regeneration processes;
- Ability to perform mechanical repairs on pumps, motors, power generators and regeneration equipment;
- Ability to supervise, train, evaluate and coordinate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;

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- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Associates Degree in related field **preferred**; and
- Extensive experience in water treatment processes; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Valid New Hampshire Driver's License;
- State of New Hampshire Grade III Operator's License. ~~II~~ **Water Operator's license**.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform assigned tasks;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to work in confined spaces and around hazardous materials;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform assigned tasks in confined spaces within the treatment plant.

Approved by: _____

Date: _____

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City of Manchester, New Hampshire

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Class Title	Waterworks Emergency Technician
Class Code Number	4260-16

General Statement of Duties

Performs emergency repair duties on the City's water system; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to deal with water breaks and related emergencies. The work is performed under the supervision and direction of the Distribution Operations Superintendent but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Public Services Worker III by the performance of emergency repair operations. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, law enforcement and emergency services personnel and the public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards.

Examples of Essential Work (illustrative only)

- Investigates water main and service leaks, water quality, pressure anomalies and frozen and/or broken water lines;
- Takes information from the public regarding breaks and related emergencies;
- Completes emergency on-call duties;
- Locates and marks locations on existing facilities in field in compliance with the state of New Hampshire's Dig Safe Program;
- Performs water systems construction, maintenance and repair functions, including laying water mains, digging trenches, installing water valves, installing water main taps and service

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taps, cutting pipe, cleaning and lining old mains and installing and repairing fire hydrants, (including snow removal on fire hydrants);

- Re-routes traffic patterns to ensure safety of City personnel, outside contractors and related with a minimal impact to traffic routes;
- Loads and unloads trucks, drives trucks and other related motorized equipment as necessary;
- Plows, sands and salts streets;
- Removes snow from sidewalks, common areas, and hydrants;
- Performs physical duties associated with natural disasters and other emergencies;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities (at time of appointment)

- Thorough knowledge of water construction, maintenance and repair activities;
- Thorough knowledge of all safety procedures and practices as applied to civil construction projects;
- Skill in the construction and maintenance of municipal water operations;
- Ability to train, supervise and coordinate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.
- **Substantial knowledge of plumbing systems.**

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and

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- Considerable experience in streets, water and/or sewer construction; or Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- On-call status;
- Class B CDL.
- **Water Distribution System Operator License, Grade 1**

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand department and safety rules and regulations and work around high traffic areas;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to work safely in heavy traffic and heavy equipment operation;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools continuously and to lift and carry, through a full range of motion, up to 100 pounds occasionally, 50 pounds frequently, and 20 pounds continuously;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in trenches, in rough terrain and access construction equipment and to be able to stoop, kneel, crouch, stand, walk, push, pull, climb and grasp repetitively.

Approved by: _____ Date: _____



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City of Manchester, New Hampshire

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Class Title	Watershed Forester
Class Code Number	4310-21

General Statement of Duties

Manages the maintenance of the City's watershed; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform professional forestry duties and oversee patrol, maintenance and forestry operations in the protection of the City's watershed. The work is performed under the supervision and direction of the Water Supply Engineer but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of Water/Wastewater Patrol Officer and related maintenance personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, the Manchester Police Department, outside contractors and the public. The principal duties of this class are performed in an outdoor environment with potential personal hazards.

Examples of Essential Work (illustrative only)

- Manages timber resources within the land area of the City watershed, including planning, scheduling and supervising the work of maintenance personnel in forestry operations;
- Participates in, trains personnel and provides technical oversight to forest cultivation activities;
- Conducts forest inventories, inspections and disease and insect surveys;

- Manages patrol activities within the watershed area, including supervising patrol personnel, training Patrol officers and explaining environmental conditions of enforcement;
- Monitors contracts for forestry operations, and ensures compliance with all contractual obligations;
- Develops, initiates and implements watershed rules and regulations;
- Coordinates watershed forestry, wildlife and land management programs with local, State and Federal programs and ensures compliance with all applicable laws;
- Testifies in tax assessments and judicial hearings;
- Prepares easements, agreements and leases;
- Completes budget preparation for assigned area;
- Establishes job priorities and time frames for assigned personnel;
- Monitors completion of job assignments to ensure compliance with standards and instructions and revises instructions and time frames as necessary;
- Trains employees on equipment, task procedures, work standards and proper safety procedures;
- Completes thorough and accurate reports on daily work activities, including tasks completed;
- Reviews and analyzes methods, policies, procedures and performance to implement or recommend implementation of objective improvement systems;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>

- Comprehensive knowledge of principles, practices and standards for the care, maintenance and security of a watershed for a sizeable municipality;
- Comprehensive knowledge of all local, State and Federal laws pertaining to watershed operations;
- Comprehensive knowledge of the procedures and equipment used in Forestry operations;
- Comprehensive knowledge of tree care, including the use of common insecticides, fungicides and fertilizers;
- Comprehensive knowledge of hazards and safety precautions of tree cutting, pruning and chipping;

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- Comprehensive knowledge of trees, flowers, shrubs, grass planting, cultivation, pruning and other aspects of plant propagation and care, including the use of common pesticides and fertilizers;
- Comprehensive knowledge of plant biology and the common and botanical names of trees, flowers, shrubs and grasses native to or transplanted to New Hampshire;
- Thorough knowledge of horticultural principles and practices;
- Ability to supervise, train, evaluate and coordinate the work of others;
- Ability to oversee the work of outside contractors;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's **Bachelor's** Degree in Forestry **or related field**; and
- Considerable experience in forestry operations, preferably with some involvement in watershed maintenance; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Registered Forester **preferred**.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to observe tree conditions and work in progress;

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- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate chain saws and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to climb trees and work in confined spaces.

Approved by: _____ Date: _____



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City of Manchester, New Hampshire

Class Specification

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Class Title	Distribution Operations Superintendent
Class Code Number	4315-21

General Statement of Duties

Manages and supervises operational activities within the water distribution system; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to oversee installation, maintenance and repair activities. The work is performed under the supervision and direction of Water Distribution Administrator but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of Public Services Worker, Equipment Operator, Waterworks Emergency Technician, Waterworks Supervisor and related maintenance personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in an outdoor work environment.

Examples of Essential Work (illustrative only)

- Oversees, plans, directs and organizes the Water Distribution section of the Water Department, including management of all daily work;
- Coordinates multiple projects at any given time with various work crews;
- Directly oversees Waterworks Supervisors in the completion of all assigned tasks;

- Designs methods for work activities to increase efficiency and effectiveness in Water system installation, repair and maintenance functions;
- Oversees in the distribution of assignments and monitoring of work accomplished;
- Investigates complaints from citizens regarding a distribution function, ensures all personnel act in a professional manner and according to prescribed guidelines and provides information on Waterworks operations to any inquiring party;
- Assigns work to work crews, determines crew size, sets objectives and oversees final outcome;
- Obtains street permits for all scheduled work;
- Schedules taps and hydrant installations;
- Performs final inspections of all completed work;
- Provides status reports to the Water Distribution Administrator on operational activities;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>

- Comprehensive knowledge of water distribution installations, repair and maintenance;
- Comprehensive knowledge of geography, streets and business locations;
- Comprehensive knowledge of traffic hazards and traffic safety principles, practices and procedures;
- Comprehensive knowledge of the operation and maintenance of construction and maintenance equipment, including backhoes, trucks, asphalt sealers, rollers and tampers, sewer cleaning equipment, snow plows, street sweepers and related;
- Comprehensive knowledge of safety practices for equipment, hand and power tools;
- Thorough knowledge of supervisory principles and practices;
- Some knowledge of surveying principals and practices;
- Ability to supervise, evaluate, coordinate and train the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;

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- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School, Associates Degree in Civil Engineering preferred; or possession of a GED; and
- Extensive experience in water distribution operations, including some supervisory role; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- On Call Status (MWW);
- Valid New Hampshire Driver's License;
- Water Distribution Operator's License, Grade III.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect civic construction work under conditions encountered on construction sites;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to work around construction equipment; climb ladders and/or scaffolding;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit construction sites throughout the City and to climb, crawl in tight places and otherwise move through and around construction sites.

Approved by: _____

Date: _____

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City of Manchester, New Hampshire

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Class Title	Water Supply Administrator
Class Code Number	4320-23

General Statement of Duties

Manages and directs all operations of the Water Supply Division; performs directly related work as required for the installation and upkeep of Manchester's Water Supply System.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure all treatment processes are performed according to applicable practices, guidelines and laws to deliver safe drinking water to the citizens of Manchester. The work is performed under the supervision and direction of the Assistant Waterworks Director and the Waterworks Director but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all employees involved in water treatment, watershed, forestry, laboratory, and engineering operations. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors, State and Federal officials and the public. The principal duties of this class are performed in both a general office, outdoor environment and at various locations throughout the Treatment Plant and the City of Manchester's water supply structures.

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+124**Examples of Essential Work**
(illustrative only)

- Manages directs and oversees all aspects of the Water Supply Division, including laboratory, watershed protection/management, forestry operations, pumping stations, remote water supply storage reservoirs, and systems maintenance and water treatment processes;
- Develops plans for future projects and continued improvements in facility operation;
- Sets goals and establishes policies and procedures to protect public health, preserve the environment and serve the community;
- Supervise activities of a diverse staff, including professional, technical, skilled and support personnel;
- Coordinates compliance and reporting activities with State and Federal regulatory agencies, including investigating and resolving any problem which may lead to non-compliance;
- Manages construction and capital improvement projects within the treatment facility;
- Serves on a top management team within the Water Department responsible for policy development and planning under the direction of the Waterworks Director;
- Promotes staff development within the Treatment Plant, including training, safety enforcement, promotional opportunities, performance evaluations, staff meetings and related;
- Develops and administers budget for assigned section;
- Conducts long-term planning for the Treatment Plant;
- Oversees the implementation of new technology within treatment processes, ensuring no existing standards are compromised with the inclusion of new procedures and/or equipment;
- Monitors State and Federal legislation affecting drinking water issues;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Comprehensive knowledge of the principles and practices of Water Treatment facility management, including planning, budgeting and personnel administration;
- Comprehensive knowledge of current applicable Federal, State and local laws, rules and regulations for environment permit and enforcement actions, water treatment system operation, related system maintenance and laboratory operations;

- Comprehensive knowledge of water treatment system design, construction and maintenance;
- Thorough knowledge of the principles and practices associated with public administration;
- Thorough knowledge of engineering principles and practices including hydraulic design and operation, water treatment options, and laboratory procedures and practices;
- Ability to train, assign, motivate, supervise and evaluate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree Bachelors degree in Environmental Engineering, **chemistry or a related field; and**
- Considerable experience in water treatment operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Licensed Professional Engineer **preferred**;
- Grade IV WTP Operator's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;

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- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various plant sites throughout the facility.

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City of Manchester, New Hampshire

Class Specification

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Class Title	Water Financial Administrator
Class Code Number	4330-23

General Statement of Duties

Manages, directs and plans financial and customer service components within the Water Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to serve as the Controller within Water Department fiscal activities and operations. The work is performed under the supervision and direction of the Assistant Waterworks Director and Waterworks Director but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all accounting and customer service personnel within the Water Department. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside auditors, business organizations and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (illustrative only)

- Plans, directs and coordinates the accounting and financial management and related operations within the Water Department;
- Exercises supervisory control over financial management and accounting systems, procedures and personnel;
- Develops, recommends, organizes, implements and administers appropriate and/or required financial management or accounting systems;
- Established schedules and work priorities for the financial division;

- Develops and implements accounting and financial management training for accounting personnel;
- Prepares financial and statistical reporting and financial statements for the City and regulatory agencies;
- Serves on a top management team within the Water Department responsible for policy development and planning under the direction of the Waterworks Director;
- Oversees the investigation and appraisal of the internal control systems for accounting operations;
- Investigates and resolves any complex fiscal discrepancy within the Department;
- Oversees and maintains the integrity of all reporting, including the general ledger, accounts receivable, accounts payable, payroll, cash flow/reconciliation, budgeting and related;
- Coordinates financial audits with outside auditors;
- Advises The Assistant Waterworks Director and Waterworks Director on complex fiscal matters, budgetary considerations, transfers of funds, payment procedures, investments and expenditures and commitment of funds as requested;
- Oversees the implementation, maintenance and support of technology within a complex customer billing and service financial network;
- Performs special projects for the Waterworks Director as requested;
- Performs financial analysis on government services to ascertain appropriate fee structures;
- Utilizes research methodologies, statistical techniques and the compilation of empirical data to perform budget analyses for the purpose of designing, planning and developing the operating budget for an assigned area;
- Negotiates agreements for service and capital projects with public and private agencies;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Comprehensive knowledge of current practices and principles used in the development, implementation, monitoring and administration of a municipal budgets;
- Comprehensive knowledge of Generally Accepted Accounting Principles;
- Comprehensive knowledge of financial office procedures and practices;
- Comprehensive knowledge of the functions of government in a municipality;
- Comprehensive knowledge of accounts payable and payroll processes;
- Comprehensive knowledge of budget preparation within a municipality;
- Thorough knowledge of the goals, purposes and operations of a municipal Water Department;
- Thorough knowledge of customer service operations;

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- Ability to interpret accounting reports and records and to analyze accounting data for control and reporting purposes;
- Ability to interpret department requests and needs and translate all related variables into budgetary development;
- Ability to handle confidential and administrative information with tact and discretion;
- Ability to supervise, train and evaluate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Accounting, Finance or related, Master's Degree preferred; and
- Extensive related experience in budgetary development, auditing, accounting operations and related; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Certified Public Accountant, (CPA).

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in both electronic and hardcopy;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

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City of Manchester, New Hampshire

Class Specification

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Class Title	Assistant Waterworks Director
Class Code Number	4340-25

General Statement of Duties

Manages the daily operations and activities of the Water Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to coordinate key Departmental functions at the administrative level and participate in planning, directing and managing of the Department with the Waterworks Director. The work is performed under the supervision and direction of the Waterworks Director but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all employees within the Water Department. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, the Board of Water Commissioners, the Board of Mayor and Alderman, business and community groups, outside auditors, State and Federal officials, representatives of the media and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (illustrative only)

- Manages daily departmental operations, including fiscal and budgetary issues, construction projects, organizational structure, personnel issues, waterworks emergencies and operation and maintenance activities;
- performs professional engineering duties in the design and construction of Waterworks facilities, including the preparation of plans and specifications;
- Coordinates and administers the conceptual and final design work with consulting engineering firms;

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- Reviews New Hampshire and Federal legislation and rules impacting Departmental operations;
- Coordinates and oversees the work of senior personnel in the areas of water treatment, financial administration and customer operations and water systems installation, repair and maintenance;
- Attends Board of Water Commissioners meetings and reports on and/or advises on matters before the Board;
- Participates in planning and policy development activities with the Waterworks director to ensure efficiency and effectiveness in Departmental operations and reduce cost and improve customer service within water service delivery in the City of Manchester;
- Participates in the development of reports, financial planning, capital improvement programs and rate information for the Public Utilities Commission, State and Federal Environmental agencies and City departments;
- Provides status reports to the Waterworks Director on Departmental operations, special projects and/or problems within operational processes;
- Serves as a spokesperson for the Water Department;
- Performs special projects for the Waterworks Director as requested;
- Serves as the Waterworks Director during an absence;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Comprehensive knowledge of the principles and practices of water utility business management, including strategic planning, budgeting and personnel administration;
- Comprehensive knowledge of current applicable federal, state and local laws, rules and regulations for Clean Drinking Water, water treatment, water distribution system operation, and water distribution system maintenance and construction;
- Comprehensive knowledge of water treatment and distribution design, construction and maintenance;
- Thorough knowledge of current principles and practices of public administration;
- Thorough knowledge of budgetary principles within a municipality;
- Thorough knowledge of engineering principles and practices including hydraulic, water treatment, pumping and storage systems;
- Thorough knowledge of current developments in the field of water treatment and distribution;
- Ability to plan, organize and manage engineering and construction projects;
- Ability to plan, develop and evaluate optimal pumping and energy usage strategies;
- Ability to read and interpret engineering designs, blueprints, specifications and contracts;
- Ability to train, assign, motivate, supervise and evaluate the work of others;

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- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Civil, **Chemistry or Environmental Engineering or a related field; and**
- Considerable experience in municipal waterworks operations, including engineering and supervisory experience; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Professional Engineering License **strongly preferred or Water System Operator License Grade IV.**

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the City and out of the area, and operate a motor vehicle.

Approved by: _____ Date: _____



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City of Manchester, New Hampshire

Class Specification

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Class Title	Waterworks Director
Class Code Number	4350-28

General Statement of Duties

Plans, organizes and directs the operations and activities of the Water Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide administrative oversight to all operations and activities of the Water Department. The work is performed under the general supervision and direction of the Board of Water Commissioners and the Board of Mayor and Alderman but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all employees within the Water Department, in coordination with a management team consisting of the positions of Assistant Waterworks Director, Water Distribution Administrator, Water Financial Administrator and Water Supply Engineer. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, the Board of Water Commissioners, the Board of Mayor and Alderman, business and community groups, outside auditors, State and Federal officials, representatives of the media and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (illustrative only)

- Plans, organizes, directs and evaluates the work of Departmental Managers in implementing the expressed goals, policies and directives of the Water Department;

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- Develops policies and procedures designed to increase the efficiency and effectiveness of Departmental operations and address all related water treatment, distribution and customer service operations within the City of Manchester and surrounding service area;
- Develops and administers the Departmental budget;
- Confers with Department management team to track implementation of policies and receive specific recommendations and suggestions on Division or Departmental operations;
- Provides status reports to the Board of Water Commissioners and the Board of Mayor and Alderman on Departmental operations, any major shift in policies or procedures and recommendations for future development;
- Serves as the Chief Engineer within the Water Department, including directly overseeing and participating in professional engineering duties within water distribution and treatment processes;
- Meets with and advises Board of Water Commissioners on matters of policy and budget;
- Reviews and monitors current and pending State and Federal drinking water regulations to assess potential impact;
- Responsible for various aspects of personnel administration within the Department, including hiring, termination, grievance procedures and coordinating employee training;
- Serves as the chief spokesperson for the Water Department;
- Performs special projects for the Board of Water Commissioners and/or Board of Mayor and Alderman as requested;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in area of responsibility;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Comprehensive knowledge of the principles and practices of water utility business management, including strategic planning, budgeting and personnel administration;
- Comprehensive knowledge of current applicable Federal, State and local laws, rules and regulations for Safe Drinking Water, water production, water distribution system operation, and water distribution system maintenance and construction;
- Comprehensive knowledge of water production and distribution design, construction and maintenance;
- Comprehensive knowledge of current principles and practices of public administration;
- Comprehensive knowledge of budgetary principles within a municipality;

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- Comprehensive knowledge of engineering principles and practices including hydraulic, water treatment, pumping and storage systems;
- Comprehensive knowledge of current developments in the field of water treatment and distribution;
- Ability to plan, organize and manage engineering and construction projects;
- Ability to plan, develop and evaluate optimal pumping and energy usage strategies;
- Ability to read and interpret engineering designs, blueprints, specifications and contracts;
- Ability to train, assign, motivate, supervise and evaluate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Civil Environmental Engineering, **Chemistry or a related field; and**
- Extensive experience in municipal waterworks operations, including considerable engineering experience and supervisory experience; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Professional Engineering License strongly preferred or Water System Operator License Grade IV.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hardcopy form;

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- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the City and out of the area.

Approved by: _____ Date: _____



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City of Manchester, New Hampshire

Class Specification

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Class Title	Equipment Maintenance Superintendent I
Class Code Number	5570

General Statement of Duties

Supervises mechanical repair and maintenance work on City vehicles, equipment and related facilities; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure City vehicles and related equipment are kept in operable condition. The work is performed under the supervision and direction of an assigned supervisor but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of Equipment Mechanic I and related support personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in a maintenance shop and at various work sites throughout the City, including repairing equipment at field work locations. An employee in this class may also be required to handle and/or manage hazardous waste and if so, appropriate training will be provided annually.

Examples of Essential Work (illustrative only)

- Supervises, trains, evaluates and coordinates the work of Equipment Mechanics in the repair and maintenance of all assigned vehicles, equipment and related;
- Provides technical advice to maintenance staff in complex repair situations;
- Develops and implements a preventative maintenance program for all vehicles and equipment;
- Writes specifications for vehicles, equipment, outside repairs and related supplies;
- Participates in budget process by providing information relating to vehicle and equipment maintenance, repair and purchasing;

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- Demonstrates proper safety methods and practices and oversees shop operations to ensure adherence to all guidelines;
- Maintains thorough and accurate records of all repair activities;
- Performs complete repair and maintenance of City vehicles, including routine service, engine overhauls, transmission, electrical system diagnostic, heating and air systems, body work, brake and frame maintenance, suspension, tires and related;
- Documents identified problems and diagnoses basic mechanical problems and repairs or replaces defective parts;
- Discusses vehicle problems with operators in order to identify problems and explain what work may be required;
- Inspects, tests and repairs vehicle electrical charging systems such as alternators, regulators and batteries;
- Performs service calls for stalled vehicles as needed;
- Completes a schedule of preventative maintenance by testing equipment to ensure readiness for use;
- Prioritizes repairs to be completed based on adequate coverage of services to ensure that there is minimal disruption to work services;
- Performs structural and equipment repair and maintenance at related facilities;
- Maintains records on maintenance activities;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Comprehensive knowledge of the modern principles, practices, methods, tools, materials and diagnostic equipment associated with the maintenance and repair of vehicles;
- Comprehensive knowledge of the principles, practices and operations of internal combustion engines, both gasoline and diesel;
- Comprehensive knowledge of electronics and computer systems in automotive vehicles and equipment;
- Comprehensive knowledge of the principles and practices of automotive hydraulics and hydraulic systems repair;
- Comprehensive knowledge of the servicing and repair of air brakes and systems;
- Comprehensive knowledge of power steering and automotive air conditioning controls and systems;
- Comprehensive knowledge of both manual and automatic transmission operations and repair;
- Comprehensive knowledge of differential assembly repair and maintenance;
- Comprehensive knowledge of repair methods of suspension systems;

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- Comprehensive knowledge of safety precautions and procedures relating to mechanical equipment repair and maintenance operations;
- Skill in the use and maintenance of tools employed in all phases of vehicle maintenance and repair;
- Ability to train, supervise, evaluate and coordinate the work of others;
- Ability to diagnose mechanical and automotive malfunctions and determine appropriate maintenance and repair needed;
- Ability to read and follow wiring and related diagrams;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School, supplemented by training in automotive repair; and
- Considerable experience in vehicle and equipment maintenance and repair; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Class B CDL.
- Various ASE Certifications preferred.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor equipment and vehicles;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to use all tools associated with equipment maintenance;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various works sites throughout the City.

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City of Manchester, New Hampshire

Class Specification

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Class Title	Utility Inspector II
Class Code Number	5650-19

General Statement of Duties

Performs inspections in private construction areas; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure all applicable guidelines are being followed in all construction and utility components in large scale construction projects. The work is performed under the supervision and direction of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Utility Inspector I by the responsibility for inspections on projects by private contractors. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors, business and homeowners and the public. The principal duties of this class are performed in an outdoor work environment.

Examples of Essential Work (illustrative only)

- Inspects private construction projects, including excavations, construction, repair and maintenance in roads, sewers, drainage areas, water systems, electrical operations and related;
- Provides direction to private contractors, engineers and related construction entities in reviewing plans and specifications and field site locations;

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- Monitors and inspects construction equipment and supplies for adherence to quality control and specification requirements;
- Checks for permits issued as dictated by prescribed guidelines;
- Reviews, analyzes and researches construction plans, projects and specifications for conformity with standards, regulations and operating practices;
- Performs computation and graphic design in the analyzing and write-up of results and in estimating construction costs;
- Issues permits, operates and maintains files and coordinates activities of contractors and/or utilities with work scheduled by City crews;
- Maintains thorough and accurate documentation of all inspection processes;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities
(at time of appointment)**

- Thorough knowledge of all applicable codes and regulations pertaining to large scale construction projects;
- Thorough knowledge of the goals purposes and procedures within the areas of streets, sewers, water and electrical systems installation, repair and maintenance;
- Thorough knowledge of professional standards as applied to inspections processes;
- Thorough knowledge of the types and grades of tools, equipment and materials used in civic and private construction projects;
- Substantial knowledge of engineering principles;
- Ability to perform basic drafting as appropriate to assigned tasks;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations on inspections processes;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering; and
- Considerable experience in related construction projects; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Valid New Hampshire Driver's License.
- **Water Distribution System Operator License, Grade 1**
- **On Call status**

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect civic construction work under conditions encountered on construction sites;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to work around construction equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit construction sites throughout the city and to climb, crawl in tight places and otherwise move through and around construction sites.

Approved by: _____

Date: _____

5-714

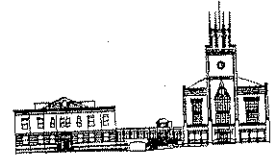
CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza

Manchester, New Hampshire 03101-4000

Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



February 2, 2006

Alderman William Shea
460 Vinton Street
Manchester, New Hampshire 03103

Re: HRIC Agenda, Items #5 & 6

Dear Alderman Shea:

You left a message for me inquiring as to what if any, would be the fiscal note for Items 5 and 6 on the Human Resource and Insurance Committee agenda.

As you will note on my cover letters for these items, we are just updating the class specifications to keep them contemporary and meaningful. There are no requests for reclassifications in either of the packages.

I will be submitting additional class specifications from the remaining departments in the upcoming months. The purpose to those is the same as the two items before the Committee now. However, if during the updating process it appears that the duties are not consistent with the basic purpose to the class specification or consistent with the salary grade that is assigned to a position, we will request that the incumbent(s) complete position questionnaires to verify the duties and determine whether or not the position is properly classified.

At this point, there is no fiscal impact to the two items that are before you. I hope this answers your questions. If not, please let me know and I will be happy to respond further.

Sincerely,

Virginia A. Lamberton
Human Resources Director

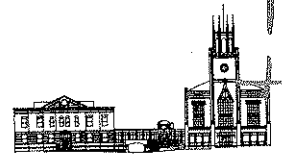
Cc: HRIC
Tom Bowen, Director
Robert MacKenzie, Director



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101-4000
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



January 17, 2006

Alderman Theodore L. Gatsas, Chairman
Human Resources and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Proposed Updates for Class Specifications – Waterworks

Dear Alderman Gatsas and Members of the Committee:

Due to the fact that it has been approximately seven years since the implementation of the Yarger Decker System, it seems like a good time to review all of the class specifications to ensure that they are up to date and contemporary. Therefore, I have begun to work with departments to review their class specifications to ensure that the specifications reflect the needs of today.

Waterworks has reviewed the class specifications that are unique to their Department. Director Bowen and his staff are recommending minor changes to several class specifications. The class specifications are:

Meter Reader I
WTP Chief Operator
Watershed Forester
Water Supply Administrator
Assistant Waterworks Director
Equipment Maintenance Supt I

Meter Reader II
Waterworks Emergency Technician
Distribution Operations Superintendent
Water Financial Administrator
Waterworks Director
Utility Inspector II

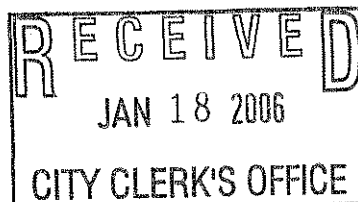
The words that are underlined are to be deleted. The words that are in bold black are the proposed additions/changes.

I respectfully request that you approve the modifications to the class specifications. There are no requests to change class titles or salary grades.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

Cc: Tom Bowen, Director



G

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Joint School Buildings respectfully advises, after due and careful consideration, that they have authorized the expenditure of up to \$29,800 for the full assessment and roof structure design for Hallsville School.

(School Committee Members Herbert, Beaudry, Gelinas and Aldermen Roy and Forest voted yea; Alderman Thibault was absent.)

Respectfully submitted,

L. H. Beumer

Clerk of Committee



City of Manchester

Department of Highways

Facilities Division

275 Clay Street
Manchester, New Hampshire 03103-5613

(603) 624-6555 Administrative Office
(603) 624-6562 Fax

Frank C. Thomas
Public Works Director

Kevin A. Sheppard
Deputy Public Works Director

Timothy J. Clougherty
Chief Facilities Manager

Mr. Chris Herbert, Chairman
Manchester School Board
Building and Sites Committee
286 Commercial St.
Manchester, NH

Mr. Herbert:

During the period of January-March of this year the Facilities Division engaged the services of Foley and Buhl Engineering to conduct a preliminary assessment of structural conditions of the roof structure at Hallsville Elementary School. The purpose of the study was to fully assess any potential issues, which may have arisen due to new construction, or existing conditions at the school.

Foley and Buhl found that no imminent danger exists. However there exist some deficiencies presumed to be caused by the widening of the school in the early 1900s. They recommend full assessment and design for repairs to be conducted within 12-18 months.

After consultation with the School District, the Facilities Division recommends moving forward at this time with the full assessment and design outlined in the attached proposal.

Sincerely,

Timothy J. Clougherty
Chief Facilities Manager

Cc: William Sanders
Frank C. Thomas, P.E.
Kevin A. Sheppard, P.E.

H

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Joint School Buildings respectfully advises, after due and careful consideration, that they have authorized the expenditure of \$115,000 for a fire alarm system at Beech Street School.

(School Committee Members Herbert, Beaudry, Gelinas and Aldermen Roy and Forest voted yea; Alderman Thibault was absent.)

Respectfully submitted,

L. N. Bernier

Clerk of Committee



City of Manchester

Department of Highways

Facilities Division

275 Clay Street
Manchester, New Hampshire 03103-5613

(603) 624-6555 Administrative Office
(603) 624-6562 Fax

Frank C. Thomas
Public Works Director

Kevin A. Sheppard
Deputy Public Works Director

Timothy J. Clougherty
Chief Facilities Manager

January 19, 2006

Mr. Arthur Beaudry, Chairman
Manchester School Board
Building and Sites Committee
286 Commercial St.
Manchester, NH

Mr. Beaudry:

During the execution of the Design Build project, at Beech St. School it came to our attention that the fire alarm system at the school does not fully meet code requirements regarding coverage.

While complete replacement of the system is not necessary, the system must be upgraded. We have consulted with the Manchester Fire Department and have had an upgraded system engineered, which will meet the needs of the location.

We have bid the project and the low bid is \$64,600. There is also an alternative to upgrade the controller, providing elevator recall and other safety related items, for an **additional** \$42,180. The total cost would be \$106,780. The recall is a safety related item that is not required by code (the elevator and the necessity is grandfathered under a previous code because of its' age), however it is recommended.

After consultation with Mr. Sanders, it was recommended this be brought forth to the Committee for consideration.

Sincerely,

Timothy J. Clougherty
Chief Facilities Manager

Cc: William Sanders
Frank C. Thomas, P.E.
Kevin A. Sheppard, P.E.



City of Manchester

Nominated 02/07/2006

Office of the Mayor
Hon. Frank C. Guinta

February 7, 2006

The Honorable Board of Mayor & Aldermen
One City Hall Plaza
Manchester, NH 03101

To the Honorable Board:

Pursuant to Section 3.14 (b) of the City Charter, please find below the following nominations:

- (1) Peter C. Favreau as a member of the Office of Youth Services Advisory Board, term to expire January 1, 2007;
- (2) Brother Paul D. Crawford as a member of the Office of Youth Services Advisory Board, term to expire January 1, 2007;
- (3) Rev. Christopher J. Emerson as a member of the Office of Youth Services Advisory Board, term to expire January 1, 2007;
- (4) Robert Rivard to succeed Michael Lowry as a member of the Highway Commission, term to expire January 15, 2009;
- (5) Lillian Duval to succeed Daniel Waszkowski as a member of the Senior Services Committee, term to expire January 2009;
- (6) Jay Taylor to succeed himself as a member of the Manchester Development Corporation Board of Directors, term to expire March 11, 2009;
- (7) Michael McCluskey to succeed himself as a member of the Manchester Development Corporation Board of Directors, term to expire March 11, 2009;

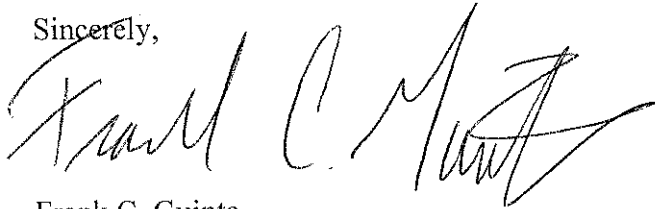
Confirmed 02/07/06

6-10

- (8) Don Clark to succeed Paul Mansback as a member of the Millyard Design Review Committee, term to expire January 1, 2009;
- (9) Alderman Patrick Long as the aldermanic representative to the Millyard Design Review Committee;
- (10) Siobhan Keefe Tautkus to succeed Virginia Chandler as a member of the Personnel Appeals Board term to expire March 2009.

These nominations will layover to the next meeting of the Board pursuant to Rule 20 of the Board of Mayor & Aldermen. Your consideration of these nominees is appreciated in advance.

Sincerely,

A handwritten signature in black ink, appearing to read 'Frank C. Guinta', with a stylized flourish at the end.

Frank C. Guinta
Mayor

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**Peter C. Favreau
175 Long Pond Brook Way
Manchester, NH 03109**

Education:

Masters Degree in Business Administration—Southern NH University, May 15, 2002.

Bachelors Degree in Accounting—St. Michael's College, May 15, 1991.

Polygraph Examiner Certification—Backster School of Lie Detection, November 15, 1999.

Police Officer Certification—NH Police Academy, March 15, 1994.

U.S. Immigration Officer Certification—Federal Law Enforcement Training Center, December 15, 1992.

Professional Experience:

Manchester, NH Police Department—March 15, 1996 to present.

Current Assignments:

Juvenile Division Sergeant—July 15, 2003 to present. Responsibilities include direct supervision of fourteen investigators. This group includes Child/Sexual abuse investigators, Delinquent/Chins investigators and School Resource officers. Tasked with overseeing investigation of Felony and Misdemeanor crimes and crime scene management.

Executive Officer—Special Reaction Team 1998 to present. Responsibilities include critical incident management and supervision, coordination and implementation of VIP protection details, selection of team members, preparation and supervision of SRT training, and budget management.

Certified Polygraph Examiner—November 15, 1999 to present. Responsibilities include purchase and maintenance of equipment and implementation of criminal and pre-employment polygraph tests.

Former Assignments:

Sergeant, Patrol Division—December 12, 2002 to July 15, 2003. Responsibilities included the direct supervision, evaluation, and training of 10-12 patrol officers and the maintenance of discipline and morale on a shift with a compliment of between 35 and 40 patrol officers and communications personnel. Duties also include the investigation and resolution of citizen complaints made against department personnel.

Detective, Criminal Investigations Division—September 2000 to December 12, 2002. Responsibilities included investigation of Felony and Misdemeanor crimes, crime scene processing, and Grand Jury presentation.

Detective, Juvenile Division—June 1997 to September 2000. Assigned to the Child Abuse and Sexual Exploitation Unit specializing in the investigation of sexually and physically abused

6

children. Responsibilities also included the investigation of crimes and offenses that have been committed by children.

Juvenile Court Prosecutor—1998 to 2002. Responsibilities include management and prosecution of Delinquent and CHINS cases originating out of the Manchester Police Department.

Dover, NH Police Department—December 1993 to March 1996.

Assigned as a patrol officer for the City of Dover, NH. Achieved temporary assignment to the Major Crime Unit. Other duties included assignment to the Dover Police Special Response Team.

U.S. Immigration and Naturalization Service—July 1991 to December 1993.

Assigned to Boston, MA field office Deportation Fugitive Unit. Duties included investigation, location and deportation of illegal criminal aliens.

Professional Memberships:

Governor's State Advisory Group on Juvenile Services—May 2004 to present.

President: Manchester Police Relief Association—September 2003 to September 2005.

Board of Directors: Makin' It Happen Youth Coalition—July 2003 to present.

Board of Directors: Manchester Boys and Girls Club—1999 to 2002.

Awards:

Academic Award—55th session; US Immigration Academy 1992.

Special Achievement Award—US Department of Justice 1992.

Academic Award—NH Police Academy 1997.

DWI Apprehension Award—Dover, NH Police Department 1994.

Letter of Commendation—SRT standoff; Manchester Police Department 1999.

Letter of Commendation—Suspect capture; Manchester Police Department 1999.

Letter of Commendation—Homicide investigation; Manchester PD 2000.

Meritorious Service Medal—Manchester Police Department 2001.

Congressional Recognition Medal—State of NH 2001.

Letter of Commendation—Roman Catholic Diocese Child Abuse investigation; NH Attorney General's office 2002.

6

Paul D. Crawford, M.S.W.
231 Merrimack Street-Manchester, New Hampshire 03103
Tel. 603-622-5445 Cell. 603-582-1717 paulcrawnh@hotmail.com

EDUCATION

Boston College Graduate School of Social Work, Boston, MA - M.S.W., Community Organization Public Policy Administration concentration, Commencement Speaker, May 2002
Springfield College, Springfield, MA. - B.S. in Human Services (Magna Cum Laude) minor in Criminal Justice, August 1999

FIELD PRACTICUM

HOME AND COMMUNITY-BASED SERVICES RESOURCE NETWORK

BOSTON COLLEGE GRADUATE SCHOOL OF SOCIAL WORK

September 01-May 02

- Coordinated, developed, and implemented technology services and support for a multi-sited National Office of a granted program.
- Developed a technology plan for updating, and expanding the National Office site considering present and future needs.
- Assisted in data input in response to President Bush's Executive Order for consumer and interested parties input on barriers of services for Home and Community-Based Services Waivers.
- Researched related articles in the field and reviewed and summarized into an abstract form for posting on the National Office web site.
- Assisted the National Office staff in providing support services to the Board as requested.
- Worked on off site staff reimbursements in a multi-structured University system.
- Represented the National Office, and staffed an informational table at the 20th Annual Home and Community-Based Waivers Conference in Washington D. C. in October 2001, as well as the 2002 CMS Conference in Baltimore MD..

MANCHESTER SCHOOL TO CAREERS PARTNERSHIP

September 00-May 01

- Provided services for Parent Groups in the Manchester School District relating to School to Careers Services.
- Attended and spoke on behalf of the Partnership at several Parent Groups.
- Served as a liaison between the Partnership and the Manchester Youth Services Monthly Gathering.
- Facilitated discussion; agenda setting, project budgeting, project activities of a joint venture between the Partnership and Youthbuild, Jobs for New Hampshire Graduates, Compassionate Connections, and the Office of Youth Services on an outreach program for Manchester's Out of School Youth.
- Put together a Mini-Grant program for Parent Groups in the Manchester School District for School to Careers related programs and projects which included: producing a grant application, sending out the grants, announcing the grants in local media, setting up a review and selection process and announcing and hosting a public function where the grants were given out.

EMPLOYMENT

NEW HAMPSHIRE CATHOLIC CHARITIES

August 02-Present

Manchester District Office Outreach Coordinator

- Serves as the local contact and for all Referrals and Information for clients.
- Member of the Board of the New Hampshire Food Bank.
- Member of the Board for the Manchester Emergency Shelter.
- Member of the Executive Committee of the Greater Manchester Social Agencies.
- Member of the Board for the Intervale Project.
- Responsible for Sexual Abuse Training for Volunteers and Staff of the Diocese of Manchester area churches.
- Past President of the Granite State Organizing Project. (2003-2005)
- Member of the Manchester Immigration Task Force.
- Chairperson of the City of Manchester's Continuum of Care.
- Grant Writer and Researcher for Agency's Social Ministry Program.
- Implemented a Medication Assistance Program for the Agency which serves over 200 clients and has saved clients over \$200, 000.
- Regional Director of the Youth Service Corp for New Hampshire Catholic Charities.
- Member of Manchester Urban Ministries.
- On the Board of the Inter Valley Project.
- Served on Jac Pac Worker's Center Over-site Board.

BOSTON COLLEGE GRADUATE SCHOOL OF SOCIAL WORK

July 01-May 02

Research Assistant, Home and Community-Based Services Resource Network

- Served as research assistant to the National Office.
- Reviewed Center for Medicaid and Social Securities Grants for the Medstat Co. and assisted in data informational services to streamline the review process.

LOS ANGELES TIMES

N.H. Primary 2000

Exit Pollster Ward 4 Manchester, N.H.

- Interviewed over 200 voters in the New Hampshire Primary and assisted in primary predictions based on a scientific method of data collection.

YOUTH DEVELOPMENT CENTER

June 89-August 05

Catholic Chaplin-Support Services for Residents

- Counseling, listening, working with groups of juveniles' offenders.
- Provided short term crisis intervention and long term social support to female survivors of trauma, such as rape, domestic violence, sexual assault, and other violent crimes
- Supplying various social supports such as outside groups, Christmas gifts, clothing, rides for home visits, birthday celebrations, GED assistance, references for career and community supports.

CATHOLIC YOUTH ORGANIZATION

September 89-August 03

Deanery Director

- Reorganized a Jr. High Boys Basketball League into a financial stabilized organization with over 200 players.
- Founded a Girls Jr. High Basketball League with over 100 players.
- Collaborated with CYO State Board and State Director to create and write organizational policies, implement training of over 100 new coaches each year, review and adjust policy and rules to current need of a multi-county organization, conduct state wide events for over 3,000 youth in New Hampshire.
- Supervise five Leagues Presidents as well as over 300 volunteer coaches.

BLESSED SACRAMENT PARISH

August 88-August 96

Youth Minister-Religious Education Director

- Outreach services for youth in Manchester's Southend.
- Provided training and support of volunteer teachers of a youth educational program.
- Sports director and make use of facilities for area and citywide youth events.
- Founded the Manchester Summer Basketball League which has over 600 youth taking part in an organized summer program.
- Helped in establishing the Southend Latchkey Program with MHRA.

ST. JOHN THE BAPTIST PARISH NEW YORK, NEW YORK

June 1978-September 1988

Urban Transient Ministry

- Established the Bread of Life Food Pantry serving Mid-Town Manhattan's urban transient population.
- Counseling services for Manhattan's SRO Hotel residents.
- Youth Group formation and young adult social service training and activities with the Fashion School of Technology students and campus minister.
- Assisted in operating a Coffee House for young adults.
- Archdiocesan Coordinator of Charismatic Renewal.

SACRED HEART PARISH YONKERS NEW YORK

June 1970- June 1978

Pastoral Associate

- Ran a youth outreach program.

6

The Rev. Christopher J. Emerson

508 Union Street, Manchester, NH 03104

603.625.5093

cemerson@fccmanchesternh.org

EMPLOYMENT

<i>First Congregational Church, Manchester, NH</i> Senior Pastor	1993 to present
<i>Mystic Congregational Church, Mystic, CT</i> Senior Pastor	1985-93
<i>First Congregational Church, Washington, CT</i> Interim Minister	1984-85
<i>First Church of Christ, Woodbridge, CT</i> Senior Pastor	1979-84
United Church of Warner Pastor	1974-79
<i>Harvard Divinity School</i> Acting Director of Field Education	1972-73

EDUCATION

<i>New Hampshire Hospital, Concord, NH</i> Clinical Pastoral Training	1975
<i>Harvard Divinity School, Cambridge, MA</i> M. Div. Thesis: "The Root of Bitterness" The Firing of Jonathan Edwards	1974
<i>Williams College, Williamstown, MA</i> B.A. in Philosophy Specialty: Existential phenomenology	1970

AWARDS

Pastoral Counseling Services, Manchester, NH Good Samaritan Award in Religious Community Service	2002
--	-------------

TEACHING EXPERIENCE Outside of ordinary professional duties

<i>Massachusetts Institute of Technology, Cambridge, MA</i> Guest Speaker – "The Culture War in the Clinton Era" Spring and Fall speaker in the Leaders in Manufacturing Program	1990-1994
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RELATED EXPERIENCE

<i>Greater Manchester Interfaith Council</i> President	2003-05
<i>Heritage United Way, Manchester, NH</i> Board of Directors	2000-03

6

<i>Manchester Fire Department, Manchester, NH</i> Chaplain, Writer/Director, Firefighter Follies	2000-03
<i>Leadership New Hampshire, Concord, NH</i> Graduate	1998
<i>English for New Americans</i> Partner	2002-05
<i>The Bean Foundation</i> Chair	2005
<i>New Horizons</i> Board Member	1998?
<i>New Hampshire Conference, United Church of Christ</i> Director Chair, Re-structuring Committee	1996-2000
<i>Manchester Urban Ministry</i> President	1995-2002
<i>For Manchester – Hanover Street Coalition</i> Committee Member	1998-99?
<i>Greater Manchester Clergy Association</i> Member, Secretary, President	passim

RELATED ACTIVITIES

<i>"These Are Your Neighbors: Faces of Religion in Manchester"</i> Photographer	2004-06
<i>Youth Drama Camps</i> Director	1981-1992

/0
Siobhan Keefe Tautkus
132 Arah Street
Manchester NH 03104
Siobhan@abbottsearch.com
669-9909 X1 (W & C)
669-9012 (H)

Career Highlights

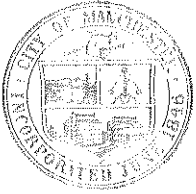
11/94 – present – Owner, Abbott Executive Search, Manchester NH
1/93-11/94 – Governor Stephen Merrill, Legislative Aide, Education and Healthcare
4/91-1/93 – Lake Shore Hospital, Manchester NH, Vice President Communications
3/89-1/91 - Fleet/Norstar Business Data, Providence RI, Director of Sales and Marketing
9/89-3/89 - New Hampshire Business Review, Manchester NH Sales, Sales Manager
3/85-9/86 - Center of New Hampshire, Manchester NH, Sales
9/80-1/84 Sheraton Boston Hotel & Towers
Assistant Room Service Manager
Assistant Banquet Manager
Assistant Manager, Massachusetts Bay Company (Restaurant)

Education

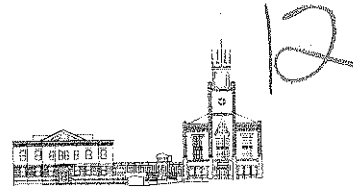
MBA, New Hampshire College, 1992
BS Marketing, Northeastern University, 1981

Affiliations

Manchester North Soccer Association, Board Member 1990 - present, Chair British Soccer Camp (10 years)
St Pius X CCD Teacher, 9/03 - present
NH Supreme Court Professional Conduct Committee, 8/97-8/00
City of Manchester Conduct Board, '98-'00
NH State Adult Prison Parole Board, 3/95-3/00
Governor's Commission on the Status of the Family, 1992
Board Member, NH International Trade Association, 1985-1990
Instructor, Marketing, NH College
YWCA, former board member



CITY OF MANCHESTER Board of Aldermen



February 13, 2006

The Honorable
Board of Mayor and Aldermen
One City Hall Plaza
Manchester, NH

Dear Colleagues,

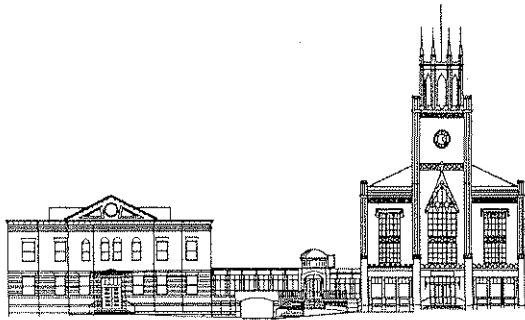
As you are aware many people put time and effort in coming to speak before the Board at Public Participation meetings. They take this time to come down to City Hall and we allow them all of two minutes to speak to issues that concern them.

I am asking that as a policy the Board agree to increase the time allotted to speak to three minutes at Public Participation meetings. I hope you will seriously consider my request.

Sincerely,

Ed Osborne
Alderman – Ward 5

13



City of Manchester Office of the Tax Collector

*City Hall One City Hall Plaza
Manchester, New Hampshire 03101
Joan A. Porter, Tax Collector*

Tele: (603) 624-6575

Fax: (603) 628-6162

Web Site: <http://www.manchesternh.gov>

Email: taxcollector@ci.manchester.nh.us

Welcome to the City Of Manchester NH, Where History Invites Opportunity!

January 31, 2006

Mayor Frank Guinta
Board of Alderman
1 City Hall Plaza
Manchester, NH 03101

Dear Mayor Guinta and Members of the Board of Aldermen,

This year the Tax Collector's office has had two retirees who had in excess of 24 years each. Together the severance pay is approximately \$48,000.

We estimate that we can absorb all but \$14,000 of this severance. Therefore, I am requesting that \$14,000 be held in Contingency in the event that we are not able to absorb this amount at year-end.

Thank you for your consideration of this matter.

Sincerely,

Joan A. Porter
Tax Collector

**CITY OF
MANCHESTER
EMPLOYEES'
CONTRIBUTORY
RETIREMENT
SYSTEM**

RECEIVED
MANCHESTER CITY CLERK

Honorable Board of Mayor & Aldermen
C/O Office of the City Clerk
One City Hall Plaza
Manchester, NH 03101

05 OCT 31 19:36

October 28, 2005

Honorable Members:

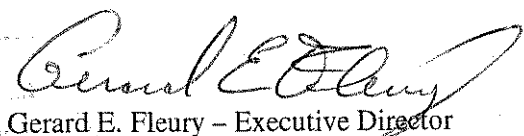
1045 ELM ST. • SUITE 403
MANCHESTER, NH 03101-1824
PHONE (603) 624-6506
FAX (603) 624-6342

I am writing to inform you that the Manchester Employees' Contributory Retirement System's has sought sponsorship in the New Hampshire Senate for three pieces of legislation in the 2006 session of the legislature. Two pieces of legislation are housekeeping measures which are needed to allow the plan to operate in a more efficient manner. None of the amendments sought in either of these two legislative initiatives will impact the cost of the operation of the plan or affect the City's funding obligation. For that reason, neither of those housekeeping initiatives will require a referendum vote on a City ballot however we are seeking the concurrence of the Board of Mayor and Aldermen on each of the housekeeping bills so that the legislature will know that local authority has not been circumvented.

A third piece of legislation has been sought as a corrective measure on a previously enacted bill which is suspected of being in conflict with Federal regulations. SB-402 which became law as Chapter 159 in 2004 was identified as being possibly problematic after it was ratified by City voters in the fall of 2004. I must stress that we are still uncertain whether the provisions of that act are actually problematic because we have yet to receive a Private Letter Ruling requested of the Internal Revenue Service in February of 2005 to settle that question. This third legislative action has been requested as a placeholder so that existing language in Chapter 159 can be amended to eliminate any provisions which a Private Letter Ruling might identify as inappropriate. Even minor modification to Chapter 159 could have cost ramifications to the City but until we know the extent of possible IRS concerns and can obtain an actuarial cost associated with required changes, we cannot begin to estimate the fiscal impact. Since there would be a definite cost change, this bill will need to be ratified by the voters of Manchester as a referendum issue in the fall of 2006, assuming the measure passes in the legislature. Since the nature of this bill requires referendum, a vote of the Board of Mayor and Aldermen is not required. In the event that a favorable Private Letter Ruling is received which will allow Chapter 159 to move ahead as enacted, this corrective placeholder will be withdrawn. That may also need to be done if no reply is received from the IRS by a main point in the legislative season in which case, a similar measure may be needed in 2007.

You have been provided with drafts of all three pieces of legislation and I will be happy to appear before you to answer questions on any of these proposed legislative bills.

BOARD OF MAYOR & ALDERMEN
DATE: November 15, 2005
IN MOTION OF ALD. DeVries
SECONDED BY ALD. Garrity
VOTED TO table.


Gerard E. Fleury - Executive Director

Manchester Employees' Contributory Retirement System

cc: MECRS Board of Trustees

This bill is a simple housekeeping measure designed to reinforce a present practice being carried out under Rulemaking Authority. We are seeking to elevate that authority to the statutory level on a recommendation from counsel.

**THIS BILL WILL NOT REQUIRE A
REFERENDUM ON A CITY BALLOT.**

15

FOR INTRODUCTION

2006 SESSION

AN ACT relative to acceptance of tax sheltered fund from certain qualified plans for members of the Manchester employees' contributory retirement system.

SPONSORS:

COMMITTEE: Insurance

ANALYSIS

This bill establishes a statutory basis for a program presently being operated under an administrative rule for members of the city of Manchester employees' retirement system. The provisions of this bill are subject to prior approval by the Board of Mayor & Aldermen in the city of Manchester.

Explanation: Matter added to current law appears in ***bold italics***.

Matter removed from current law appears [~~in brackets and struck through~~].

Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

STATE OF NEW HAMPSHIRE

In the Year of Our Lord Two Thousand Six

AN ACT relative to acceptance of certain tax sheltered funds for members of the Manchester employees' contributory retirement system.

Be it Enacted by the Senate and House of Representatives in General Court convened:

1 New Section; Manchester Retirement System; Acceptance of Certain Tax Sheltered Funds for Allowable Service Purchases. Amend 1973, 218, as amended by 2002, 194, by inserting after section 29 the following new section:

218:30 Acceptance of Certain Tax Sheltered Funds.

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- I Acceptance of Funds. For the purposes of funding a service buyback in accordance with Chapter 218:10,III, 218:10, IV and Administrative Rule 2.6, the Manchester Employees' Contributory Retirement System may accept a trustee to trustee transfer of funds from a retirement plan that is tax-qualified as described in Section 401(k), 403(b) or 457 of the United States Internal Revenue Code of 1986, as amended. Any such transfers shall be limited to the amount necessary for a service buyback as determined by the retirement System in accordance with Chapter 218:10,VI.
 - II Subject to provisions. The provisions of this section shall be subject to all provisions of Chapter 218 Laws of 1974, as amended, in conformity with applicable provisions of the United States Internal Revenue Code of 1986, as amended.
 - III Service Credit Purchases. Service credit purchased under this section shall be creditable service for the purpose of eligibility for retirement and other benefits under Chapter 218 Laws of 1974, as amended.
 - IV Buybacks disallowed. A service buyback will not be allowed if the service buyback would violate Section 415(n) of the Internal Revenue Code of 1986, as amended.
 - V Applications. Service buybacks made pursuant to this rule shall comply with all informational requirements appearing on the "Application for Acceptance of Tax Sheltered Funds for Service Buybacks" which is provided by the Retirement System.

2 Effective Date. Section 1 of this act, shall take effect upon its passage.

This bill is a collection of housekeeping issues which will ensure spousal protection, refine demographics of the Pension Board, eliminate a needless waiting period associated with service buybacks, and improve pension portability options. None of these measures will affect costs to the City.

**THIS BILL WILL NOT REQUIRE A
REFERENDUM ON A CITY BALLOT.**

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FOR INTRODUCTION

2006 SESSION

AN ACT relative to the city of Manchester's contributory retirement system.

SPONSORS:

COMMITTEE: Insurance

ANALYSIS

This bill makes minor housekeeping refinements to the contributory retirement system of the city of Manchester originally established in 1973, 218. The provisions of this bill are subject to prior approval by the Board of Mayor & Aldermen in the city of Manchester.

Explanation: Matter added to current law appears in ***bold italics***.

Matter removed from current law appears [~~in brackets and struckthrough.~~]

Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

STATE OF NEW HAMPSHIRE

In the Year of Our Lord Two Thousand Six

AN ACT relative to the city of Manchester's contributory retirement system.

Be it Enacted by the Senate and House of Representatives in General Court convened:

1 Employees to Whom the Act Applies. New Section. Amend 1973, 218:4, as amended by 2002, 194, by inserting after part XX the following new section:

218:4 Definitions.

XXI. "Spousal acknowledgment" means a written recognition, signed by a member's spouse, of the benefit payment plan selected by the member under the provisions of Chapter 218:11 II, Chapter 218:12, Chapter 218:14, & Chapter 218:15 that is filed with the retirement system on a form prescribed by the board of trustees at the time of retirement.

2 Restructuring of Board Dynamics. Amend 1973, 218:5, as amended by 2002, 194, as noted:

218:5 Retirement Board Personnel and Powers.

I. Management of the retirement system shall be vested in the retirement board consisting of 7 members, composed as follows: the city finance director; a person appointed by the board of aldermen, 2 citizens of the city, one appointed by the mayor, one elected by the employee members, neither of whom shall be an officer or employee of the city or a member of any commission of the city; ~~[2]~~ 3 members who are employees of the city, who are members of the retirement system and who shall be elected by the members. All members, including retired members and members with deferred benefits shall be permitted to vote in the elections for the board positions. Spouses of deceased members shall not be permitted to vote in the elections for the board positions. ~~[The mayor shall be an ex-officio member of the board who shall have a vote only to break a tie.]~~

II. The finance director shall serve as a member of the retirement board during his or her term of office. ~~[The mayor shall serve as a member of the retirement board during his or her term of office.]~~ The member of the retirement board appointed by the board of aldermen shall serve a term of one year from the effective date of this act, provided his or her successors shall be appointed for 3-year terms and the term of office of each member shall continue until his or her successor is appointed and qualified. The citizen appointed by the mayor shall serve a term of 2 years from the effective date of this act, provided his or her successors shall be appointed for terms of 3 years and the term of office of each such member of the board shall continue until his or her successor is appointed and qualified. The ~~[2]~~ 3 members of the board who are employees of the city shall be elected for terms of one year and 2 years respectively from the effective date of

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this act, provided their respective successors shall be elected for 3-year terms and the term of each office of each such member of the board shall continue until his or her successor is appointed and qualified. The citizen member of the board elected by the employees shall be elected for a term of 3 years from the effective date of this act, provided that his or her successors shall be elected for 3-year terms and the term of office for such member of the board shall continue until his or her successor is elected and qualified. The members of the retirement board shall serve without compensation. Employees of the retirement system are prohibited from serving on the retirement board.

III. A majority of voting members of the retirement board (4 members) shall constitute a quorum for the transaction of retirement board business. ~~[; however, the mayor, as an ex-officio non-voting member of the retirement board shall not be counted towards such quorum.]~~ Retirement board meetings cannot begin, nor can business be transacted, until the chairperson ascertains a quorum is present. For the purposes of a retirement board meeting, until a quorum is present, no debate or motion shall be in order except to recess to locate absent members of the board. All matters coming before any meeting of the retirement board or its committees shall be decided by a majority of those retirement board members present and entitled to vote, a quorum being ascertained. Proxies shall not be permitted for voting or for obtaining a quorum.

IV. In the event of a vacancy on the retirement board, such vacancy shall be filled in the same manner as the member to be succeeded was appointed or elected and for the remainder of the unexpired term. Any person who is vacating a trustee position on the board may, if the trustee's circumstances permit, continue to represent the membership as a trustee for a period not to exceed 6 months, or, until a successor is appointed or elected, whichever period is shortest.

3 Employees to Whom the Act Applies. Amend 1973, 218:10, III, as amended by 2002, 194:1, to read as follows:

218:10 Service Credit and Service Buybacks.

III. A member who ceases to be a member, withdraws his or her member contributions pursuant to section 11 of this act, and later becomes a member again, may make a request after the member's return to city employment for service buyback of prior service credit for the previous time served as a member. ~~[No benefits other than the right to withdraw member contributions pursuant to section 11 of this act shall accrue with respect to such previous period of service until~~

~~the member shall have completed 5 years of continuous service in the current period of employment.] If a service buyback is not made, the member's benefit shall be based solely on the member's years of service and final average earnings after the break in service.~~

4 New Section; Manchester Retirement System; Permissive Service Purchases for Service Withdraw from other Qualified Public Employee Retirement Plans. Amend 1973, 218, as amended by 2002, 194, by inserting after section 30 the following new section:

218:31 Credit for Service in other public retirement systems.

I. Notwithstanding any provision of Chapter 218 to the contrary, any member of the Manchester Employees' Contributory Retirement System, in service on or after June 30, 2006, who was formerly a member of a public employees' retirement system elsewhere in the United States, shall be allowed to purchase credit for such service as creditable service in the Manchester Employees' Contributory Retirement System; provided, however, that creditable service in the Manchester Employees' Contributory Retirement System which is purchased under this paragraph shall not be deemed creditable service for the purpose of eligibility for medical and surgical benefits as a retired employee under Chapter 218:28. For such members, only creditable service performed in the City of Manchester as a member of the Manchester Employees' Contributory Retirement System shall be counted as creditable service for the purpose of eligibility for medical and surgical benefits as a retired employee under Chapter 218:28. For the purposes of this section, "public employees' retirement system" shall include any retirement system established and maintained by the United States government, the members of which are federal government employees. For the purposes of this section, any military service not otherwise authorized pursuant to Chapter 218:10, I shall not be included as creditable service in a public employees' retirement system. The member shall meet the following conditions:

- (a) The member has terminated employment and active membership in the other public system and has become a member of the Manchester Employees' Contributory Retirement System; and
- (b) The member applies for service credit, on a form designated by the board; and
- (c) The member provides such information and certification from the other public employer and other public retirement system as the board may require; and
- (d) The member pays to the Manchester Employees' Contributory

Retirement System the full cost for buy-in of creditable service as provided in Chapter 218:10, IV, including prepayment of any actuarial calculation fee as determined by the board; and

(e) The amount of creditable service purchased shall be either the full length of service rendered in the other system or a pro-rata portion of such service purchasable with the maximum amount which the member is permitted to withdraw from the other system; and

(f) In no case shall the creditable service purchased exceed the service time rendered in the other public system, or include any service period for which the member remains eligible for benefits in the other public system.

II. Upon certification by the Manchester Employees' Contributory Retirement System of eligibility for other public system service credit, and upon payment by the member of the cost of such credit, and with the approval of the board of trustees, the member shall receive credit for such other public system service.

III. In no case shall other public plan service purchased as creditable service in the Manchester Employees' Contributory Retirement System under the provisions of this section be deemed to be creditable city service for the purposes of eligibility for longevity or other benefits solely within the discretion of the City of Manchester.

5 Effective Dates. Sections 1, 3 and 4 of this act, shall take effect upon its passage. Section 2 of this act shall take effect with the beginning of term following the next Mayoral Election in November, 2007.

This bill may be needed to correct conflicts between benefit provisions enacted by SB-402, Chapter 159 Laws of 2004, which after their enactment were suspected to be in conflict with certain Internal Revenue regulations. The provisions of Chapter 159 have been placed on hold pending receipt of a Private Letter Ruling from the IRS. If the IRS does not rule favorably on Chapter 159's provisions, this bill will be used to correct the portion of that Chapter which the IRS has deemed problematic. Should the IRS find favorably on Chapter 159, this bill will be withdrawn. THIS BILL WILL REQUIRE A REFERENDUM ON A CITY BALLOT AS IT WILL LIKELY AFFECT THE CITY'S PENSION COSTS.

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FOR INTRODUCTION

2006 SESSION

AN ACT relative to the city of Manchester's contributory retirement system.

SPONSORS:

COMMITTEE: Insurance

ANALYSIS

This bill makes technical corrections to previously established benefits for members of the city of Manchester employees' retirement system which conflict with Internal Revenue Service regulations as presently adopted. The provisions of the bill are subject to a referendum vote in the city of Manchester.

Explanation: Matter added to current law appears in ***bold italics***.

Matter removed from current law appears ~~[in brackets and struck through.]~~

Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

STATE OF NEW HAMPSHIRE

In the Year of Our Lord Two Thousand Six

AN ACT relative to the city of Manchester's contributory retirement system.

Be it Enacted by the Senate and House of Representatives in General Court convened:

1 Employees to Whom the Act Applies. Amend 1973, 218:12 VI, as amended by 2002, 194, and 2004, 40 as follows:

218:12 Retirement Benefits.

VI. Prior to a member's termination of employment, a member may elect, under rules of the board, to receive a retirement benefit of 2 percent of the member's average final earnings for all years of service or any portion thereof, provided that ~~[the member shall be responsible for payment of 50 percent of the benefit based on methods and assumptions adopted by the board]~~ ***the member shall be responsible for any portion of the benefit not deemed to be in conflict with Section 415(n) or with other sections of the Internal Revenue Service Codes.*** The retirement system shall be responsible for the payment of the remaining ~~[50 percent of the]~~ ***cost associated with the*** retirement benefit based on methods and assumptions adopted by the board.

2 Referendum. At the election to be held in the city of Manchester in September or November, 2006, the city clerk then in office shall cause to be included on the ballot the following statement and question: "A contributory retirement plan for city employees was adopted by the voters of Manchester at the November 1973 election. The plan became effective in January 1974, and now, technical corrections to a previously approved benefit improvement are requested. Are you in favor of the passage of an act of the General Court of 2006, amending the city of Manchester employees contributory retirement system to eliminate existing statutory provisions which have been deemed to conflict with certain Internal Revenue Service rules?" Beneath this statement and question shall be printed the word "Yes" and the word "No" with a square immediately opposite such word in which the voter may indicate his or her choice. If a majority of the voters present and voting on the question shall signify their approval thereof, this act shall be declared adopted effective upon passage, except as otherwise provided within the act. The city clerk shall, within 10 days after said election, certify to the secretary of state the result of the vote on the question.

3 Effective Date. Section 1 of this act, shall take effect upon its passage.